ASSEMBLY STANDING COMMITTEE
LANDS AND RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
February 9, 2015, 5:00 PM.
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. January 26, 2015

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. North Franklin Parking Lot Proposal

B. Changing the Tax Deferral on Certain Subdivided Properties to a Tax Abatement

C. Housing First Request for $90,000 Grant from the Juneau Affordable Housing Fund

D. Continued Discussion on Ordinance 2015-02; An Ordinance Amending the Official Zoning Map of the City and Borough to Change the Remote Subdivisions Area Map for Hidden Valley Tract B, Located in the Upper Lemon Creek Valley, from “Not Remote” to Remote.

VI. STAFF REPORTS

VII. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

January 26, 2015

ATTACHMENTS:

	Description	Upload Date	Type
☐	January 26, 2015 Minutes	2/5/2015	Minutes

ASSEMBLY STANDING COMMITTEE MINUTES
LANDS AND RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
MINUTES
January 26, 2015, 5:00 PM.
Assembly Chambers

I. ROLL CALL

Jesse Kiehl called the meeting to order at 5:00pm.
Members Present: Mary Becker; Kate Troll; Jerry Nankervis; Jesse Kiehl
Other Assembly Members Present: Mayor Sanford; Debbie White; Loren Jones; Karen Crane
Liaisons Present: Mike Peterson, Docks & Harbors Board
Liaisons Absent: Jeff Wilson, Parks & Recreation Advisory Committee
Staff Present: Greg Chaney, Lands Manager; Jessica Beck, Lands Specialist; Rob Palmer, Assistant Municipal Attorney
Public Present: Tamara Rowcroft; Wayne Coogan

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. December 29, 2014

The minutes of the December 29, 2014 Lands Committee were approved.

IV. PUBLIC PARTICIPATION

There was no public participation on non-agenda items.

V. AGENDA TOPICS

A. Ordinance 2015-02 - An Ordinance Amending the Offical Zoning Map of the City and Borough to Change the Remote Subdivisions Area Map for Hidden Valley Tract B, Located in the Upper Lemon Creek Valley, from "Not Remote" to Remote.

Mr. Chaney: There are several people here regarding this subject: Alan Steffert, Gravel Pit Manager; the Applicant Zach Worrell and his attorney; CDD staff for current and proposed code; and Rob Palmer, from the Law Department. We have a lot of people here because the issue is a fairly broad one. The lot is north of Costco and Home Depot. There is a haul road to Secon's property. There are powder magazines located along the haul road. They're up here because it's out of the way. It’s a road for hauling rock materials and sand and gravel. The other interesting thing is the subject property is outside of the urban service area. This is not an area where there's an expectation that City services will be extended. It's important to keep things in perspective. The City owns the property just north of Costco and along the haul road. The haul road goes through city property. There are easements to the upstream property owners to use this road. That easement is currently expired and we are working to update it. In order for people to get out and Secon to get their material out, they have to drive through City property. This all used to be one lot and when subdivided, the documents allowed the people upstream to drive through the downstream properties.
Mr. Peterson: Can you point out where the bridge is that crosses Lemon Creek?
Mr. Chaney: Sure, it's owned by Secon.
What we’re talking about tonight is the privately owned lot. The owners would like to subdivide this property. There is a provision in the Land Use Code that allows for remote subdivisions. If it’s classified as a remote subdivision, the access requirement goes away. The Remote Subdivision Ordinance was primarily for island properties so that you don’t have to build a road to the lot. Along this alignment there is a foot trail. It is possible to hike to this lot.
Mr. Nankervis: What is that middle yellow block? Who owns that?
Mr. Chaney: These lot lines are approximations we don’t have a survey. The main property is owned

by Secon. That is where they have their rock quarry.
Normally when you're changing zoning we don't know what the property owner is going to do. In this case we have a subdivision application. We have a live subdivision application, but we're talking about the zone change. It has 23 regular lots and two large tracts. The bigger tracts are set aside. If things go well there will be 23 separate property owners at the end of the road. There used to be an old logging/placer mining track. What has happened recently is that the applicant has refreshed and graded the road. There were no permits issued. It was done with heavy equipment. Looking at the before and after photos, there's a new bridge. There was no building permit for the bridge. We've got an interesting situation here. The haul road is used for heavily loaded gravel trucks. The drivers coordinate with each other. We're talking about putting civilian traffic on that road. We have a road built across city property without permits.
This is my recommendation: as a condition of the remote subdivision ordinance (without further improvements) would be to have these conditions. These would be conditions the Planning Commission would review before approving the subdivision:

- address the potential need to relocate the powder magazines;
- survey the recently constructed access road;
- complete grading permit for that road;
- get a building permit for bridge;
- get easements through CBJ property;
- and, address haul road safety conflicts.

Mr. Palmer: I want to talk briefly about the big picture concept. There are three processes that have the potential to occur. First is amendment to remote map. That is coming to the Assembly on Monday. Currently the area is considered not remote but the applicant is asking to change it to remote to get a remote subdivision. That's a decision for the Assembly to make in its legislative capacity. Decision number two, if the remote map amendment is approved, the Planning Commission will review a remote subdivision. Third, if the Assembly approved the remote map amendment and if the Planning Commission approves the subdivision, then Lands would be coming back to the Assembly for approval for an easement agreement across CBJ property. The easement agreement depends on the extent of the road that was punched into the applicant's property. At the same time we will negotiate an access easement agreement with Secon. That easement decision will be made in its proprietary capacity. I make that distinction because just because the Assembly may approve the remote map amendment, but the Assembly may not want to approve the easement. The big issue is the existence of the new road to the proposed subdivision. Remote subdivisions generally are not connected to roads. If this issue was brought before the Planning Commission before the road had been pushed. Once the CBJ was aware of the new road, CDD believed there was a substantial change in conditions, so they brought it back to the Planning Commission and specifically asked them if this new road that connects it to the road system, does that still quality it as a remote subdivision? The Planning Commission decided that since the access road was not constructed to meet street standards, that it's still a remote subdivision. If the Assembly moves forward with the map amendment on Monday, the end result could be that the applicant will be reviewed with a 23 lot subdivision with an access road to their property. This may be one of the first times in the history of the CBJ that a "remote subdivision" is kind of connected to the road system. The Planning Commission has addressed it twice. They recommend the Assembly adopt the remote map amendment and they know it has substandard road access.
Mr. Chaney: The new subdivision ordinance that is being considered may adjust some of the rules we're operating under now.
Ms. Becker: My question was whether you could have a subdivision with a road going into it and call it remote and not have it follow all the rest of the subdivision rules and you said yes.
Mr. Palmer: The new Title 49 that will be presented to you may change that.
Ms. Troll: There's a lot to absorb here. I'm trying to get a gist of the general process. If we approve this and the remote subdivision gets approved, then it will always have a pioneer road to it? Are we setting ourselves up to having 23 lots with difficult access?
Mr. Palmer: I think that's a fair interpretation. Yes, I think the concept behind the remote subdivision is to provide an alternative means for cabin type development in Juneau. It would provide a pioneer road to some type of cabin development.
Ms. Troll: Is there any history of people desiring to put a cabin in this place?

Mr. Chaney: I believe the applicant strongly believes there is.
Mr. Nankervis: I guess it depends on what your definition of "is" is. Is this a road?
Mr. Palmer: The Planning Commission said that according to CBJ Code 49.70.1120c the Assembly has the discretion to determine if this is a road because "privately owned land proposed for inclusion within a remote subdivision area should not be... connected to the road system." This issue was brought back and the Planning Commission and they said this pioneer road does not make it connected to the road system.
Mr. Kiehl: There is a problem with tautologies and that's that they're tautological.
Mr. Peterson: With all the conditions, do any of them address the bigger road that crosses the creek and go up a hill, or do all of these activities take place after that bridge?
Mr. Palmer: The subdivision takes place upstream from the bridge. If the Assembly does approve the remote map amendment change, I would envision the Planning Commission's focus will be safe and adequate access to the subdivision which will include a detail review of the bridge and the road. If the Assembly makes this remote map amendment change, it would then have the opportunity to consider easement terms that it feels comfortable with.
Mr. Peterson: I have intimate knowledge of that bridge over Lemon Creek. I encourage that when the opportunity comes, that you deal with it closely.
Ms. Becker: Are there problems with being asked to put in water and sewer?
Mr. Palmer: The applicant has tentatively put in proposed restrictive covenants that describe that these properties would not be connected to or nor that there be any expectation that they're connected to City water and City sewer.
Mr. Kiehl: Have we had conversations with Secon about the traffic?
Mr. Chaney: Somewhat. Hidden Valley Tract B has an easement through the Secon property. The exact alignment can be adjusted. I believe they think they can work together.
Mr. Palmer: We have been working with Secon and the applicant in negotiating the easements for the access to Secon's property and also the easements around Secon's property. I believe Secon's intent is to provide some sort of thoroughfare on the far edge of their property such that the subdivision's users could traverse Secon's property without having a substantial impact on Secon's mining operations. That access route will have to be created by Secon. Secon does have a legal duty to provide that access because it was agreed to in the deed that Secon acquired.
Mr. Kiehl: This ordinance was not officially referred to the Lands Committee so we don't have any action here. It's scheduled for Assembly consideration at our next regular meeting. I encourage everyone to have conversations with whatever staff they need to before the next Assembly meeting.

B. DOT Glacier Highway Reconstruction; Fritz Cove Road to Seaview Avenue Easement (Auke Bay)

Mr. Chaney said the Department of Transportation is proposing to reconstruct the main road through Auke Bay. As a result they need some locations to improve drainage and do temporary work while reconstructing the road. There are two types of easements: permanent easements and temporary easements. The permanent easements are the ones I'm most concerned about. In this case, we have a permanent drainage easement in front of the Auke Bay Wastewater Treatment Plant. The drainage infrastructure will be underground once it's installed. In addition they need a small square by the Auke Bay Fire Station. Once again, this will be an underground installation with no impact on that facility. Both of these easements have an appraisal. We are asking for a recommendation from the Lands Committee to the Assembly to approve these two easements, so we are asking for support for the Assembly to adopt a resolution authorizing the manager to convey four temporary construction access easements and two permanent drainage easements across CBJ property in order to complete Glacier Highway reconstruction from Fritz Cove Road to Seaview Ave. Neither the construction nor the permanent installations will obstruct the daily functions of the treatment plant, fire station or the school.

Motion: Ms. Becker: I move we forward a motion of support to the Assembly to adopt resolution pursuant to 53.09.300 authorizing the manager to convey four temporary construction easements and two permanent drainage easements across CBJ property in order to complete the Glacier Highway reconstruction project from Fritz Cove Road to Seaview Avenue.

Hearing no objection, motion passes unanimously.

C. Juneau Affordable Housing Fund Accessory Apartment Grant Incentive Program

Mr. Chaney said we have Tamara Rowcroft and Wayne Coogan to speak on this item.
Ms. Rowcroft: Wayne Coogan and I are here representing the Affordable Housing Commission. For about the last year we've been working on several pilot programs to try to get some creative affordable units in the community. One of them is the Homeowner Accessory Apartment Grant Incentive program. It's a fairly simple program. We're looking at utilizing leftover grant funds from the State of Alaska to provide a $5,000 incentive to homeowners who are interested in putting in an accessory apartment in their homes. We have looked at the program in different ways but think this is a good way to get folks who have been thinking about this for a long time to actually step forward and do this. It's simple to manage which is something we wanted to take into consideration, not taking a lot of staff time to manage. The Accessory Apartment program has been really popular with the City. 68 units have been permitted since 2010. We think there's a lot of unmet demand and we think this may push homeowners who have been considering building an accessory apartment. By definition these units tend to be small which makes them affordable. We modeled it after the AHFC energy rebate program which has been a successful program, providing rebate to folks who upgrade their homes. There have been over 10,000 home owners that have used that program. This may be an incentive for people to actually do this. This evening we're asking you to take a look at this and we'd like to move it forward to the Assembly.
Ms. Troll: Since this is supposed to be a program aimed at affordable housing, do you have any problem with giving a preference for people willing to lease at affordable rates. I don't want to create an administrative burden, but if there's people willing to put it out on the market for X amount, why shouldn't they get preference?
Mr. Coogan: This was heavily flushed out. We've spent hours and hours going over this. We tried lending, but the drawback to that was the overhead and management of that. City staff didn't have time or resources for that. My fear of having a preference would create a greater burdon for CBJ staff, someone in the city would have to step up and monitor that. We're talking about 15 grants. For the size of this to get some incentive to get people to develop apartments for the City to manage it for price structure, we would run against the same issues of the inability of trying to chase that down.
Ms. Troll: I wasn't suggesting a price structure, but that in the application the applicant would indicate their willingness to rent at lower than the average rental rate.
Ms. Rowcroft: We did talk about that and had a model for that. In the end, we decided that by smaller units they come out at an affordable price. We weren't sure how to monitor that commitment. It would be great to state that as our intent up front, I would be more than willing to amend the program description to include that. It would be difficult to monitor that and follow through.
Ms. Troll: I would be fine with that. I'm not looking to create something that is difficult to monitor. Since it's grants and not loans, the target is to get more affordable rentals out there and it would be good to put that in there.
Mr. Coogan: Someone like me who is developing 24 units, we're not able to participate in this. It's one grant per applicant per homeowner and you have to have a certificate of occupancy to get it. I think it will achieve the goal.
Mr. Nankervis: I'm not in favor of Ms. Troll's recommended language. If we did that we would be asking homeowners to give subsidized housing for the $5,000 grant. I do not think it's appropriate for us to ask that. With the increase in units, we will see more supply and the price go down. The prices are high because there aren't any out there right now. The grant is small enough for $5,000 that I wouldn't feel comfortable to ask a private homeowner for below market rental rates.
Ms. Becker: It may be a burden to figure out what affordable housing really is and I don't know that we want to evaluate every one of these projects, so I'm okay with how it's worded.
Mr. Kiehl: I don't agree when you say $77,000 of a leftover state grant because initially the grant was used for a revolving loan fund. I know that so far that fund has made one loan and some of the funds in a non-revolving way to pay for the housing action plan. I'm reluctant to use the grant in a way that doesn't return and depletes the fund and won't come back to the fund in payments. It makes me nervous. Having reviewed the earlier proposals from the Commission, when they were loan proposals they weren't looking at $5,000 benefit per unit. How did we reach a $5,000 grant?
Ms. Rowcroft: We were looking at a way to get enough of an incentive for a homeowner to step up to

make the decision to build a unit and we were looking at what would be a reasonable incentive to actually do this. There's quite a bit of work involved for a homeowner to build the unit (permitting, financing, construction). This will add to the housing inventory. We did spend a lot of time looking at the model you were talking about it. We would love to see the money come back. There was a lot of discussion about turning the loan program into a grant program, but the burden of responsibility on the City when you're looking at doing a loan and we felt that wasn't feasible in terms of staffing and resources right now.
Mr. Coogan: In recent years, lending rates are low and people can get loans. The fractional difference that you can give someone that is an advantage is not going to create a big stampede of people to say they want to do that. A grant is attractive. To put it in perspective, this grant probably pays back the fee for the building permit and again. In context it's not a huge thing, but I do take to heart what you're saying about the fund. We've run against nothing but these stumbling blocks and the fund languishes for years. It's been a long hard slog and we've given it a lot of thought.
Mr. Kiehl: I appreciate all the work the Commission has put into it.

Motion: Ms. Troll: I move we forward Homeowners Accessary Apartment Incentive Grant to the full Assembly for approval.

Mr. Kiehl: I will note continued reservation but I won't stand in the way.

Ms. Troll: I would also like to note that when come to preferences, not a subsidy, that if the department has to choose between a couple applicants, and one is clearly going to be putting out affordable housing, that they should have the preference.
Mr. Nankervis: Is that part of the motion?
Ms. Troll: No.

Hearing no objections, motion passes unanimously.

D. Montessori School Parking Lot Expansion and Elimination of Savikko Park RV Parking

Mr. Chaney said the Juneau Montessori School in Douglas currently uses the upper parking lot for pickup and drop-off. Below them is the lower parking lot (parking, RV parking and ball field parking). The Montessori School has a playground master plan and they're hoping to build some of it. For now they want to put a fence around to keep cars and unwanted visitors away. Once they put in the fence, they'll start building the playground. This is the dream concept. There is a barricade between the two parking lots below the Montessori School. The lower parking lot has four RV parking spaces, which are administered by the Harbors Department. People can pay $10 per night to park their RV. The rest of it is mixed parking for the public, for ball fields, school, etc. Right now Montessori wants to shift their parking down below and revise the parking to have a flow through design. The people will drive in, go through and drive out. You don't want to have people driving in and backing out, etc. They had requested to turn all of it into vehicle parking with no RV spots. We had the Harbors OPS/Planning group look at this. RVs aren't really the main part of the Harbors mission, but it's something they've inherited. It's the only RV parking on City property in this part of town or in downtown. The Montessori School requested the RV spots move across the street to the harbor parking lot. The Harbors people are not interested in that because they spent a lot of money developing that for Harbors purposes. Over the last 3 years there have been about 100 rentals of these RV parking spaces. Occasionally it's two at a time; usually it's a single use. If we have two RV spots, we could accommodate current demand. The staff would like to remodel the lower parking lot for flow through traffic to develop a parking lot design with two RV parking spots. There will still be room for parking and those vehicles will also be using Savikko Park. The flow through parking with the drop-off zone is the main feature.
Ms. Becker: Does the Montessori School have so many staff members that they need that many parking spaces?
Mr. Chaney: Not to my knowledge. There's an average use of five parking spaces, not including the morning and evenings. That accommodates most of their staff for parking demand.
Ms. Becker: They want these spots?
Mr. Chaney: They have special events. There is a lot more parking in this area just 150 feet away.

Mr. Peterson: Could you show us on a slide when the rent was negotiated what areas were included in that lease?
Mr. Chaney: The lease lot is here. They are not leasing the lower lot. That is a joint use area. The ordinance said they have joint use options in the lower lot.
Mr. Peterson: And that use would continue out to the ball field lot?
Mr. Chaney: I would assume so; it's not real clear in the ordinance. The ordinance specifically mentioned about the remodel for the playground with the idea that the lower lot would absorb the parking use.
Ms. Becker: Do we have use for the four RV parking spots?
Mr. Chaney: My understanding is that it's normally rented in the summer months.
Ms. Becker: If they were removed, it would mean the hookups would be removed?
Mr. Chaney: They are bare spaces to park. There are no hookups or improvements.
Ms. Becker: They would be available in the summer anyways?
Mr. Chaney: There are no other designated RV parking spaces that are this big. I'm not sure where else they can park legally.
Ms. Becker: I like the idea of the drive through. Can you do that and still keep the RV spaces? And if so, would there be any new spaces for Montessori?
Mr. Chaney: You could orient the RV spaces a different direction and have a drive through with parking. The aisle is oversized. The spaces could move closer together. We'd lose two or three parking spaces but it wouldn't be that bad. We haven't drawn it up yet. It would take some time to do that.
Ms. Becker: It probably could be done?
Mr. Chaney: Yes.
Ms. Becker: I like keeping them if we have space.
Mr. Kiehl: The management of lower lot, is it all under Lands?
Mr. Chaney: The four RV spaces are Harbors and Parks & Recreation manages the rest.
Mr. Kiehl: It seems that there's a minimum of conflicts between Montessori and ball field users and those two times a year when there are conflicts, we'll get phone calls about it. Is there a plan for what the signs will say? How do we help the public?
Mr. Chaney: I'm sure the Montessori School would be good at coming up with language about sharing. Unlike downtown Juneau, there's a lot of parking just off this site. I don't think there'll be a parking shortage. They'll just have to walk a little farther.
Mr. Peterson: I'm not a voting member of this committee, but I'm wondering if Mr. Chaney could come back with a slide to show where the RV spots will be located.
Mr. Chaney: OPS Planning Committee recommended keeping two spaces.
Mr. Peterson: Rather than a motion of support for something we don't see, I would suggest they come back with a slide of what it actually is.
Mr. Kiehl: My own thought would be that if the Committee supports the concept, that we send them off to go play nicely and if they can't they come back to us.
Ms. Becker: D&H rents these spaces and the money goes to them?
Mr. Chaney: Yes, that's my understanding.
Ms. Becker: So, you're giving away their money?
Mr. Chaney: They're trying to do a service. It's not something they're passionate about. They barely cover their costs for renting the spaces. It's not a big money maker.
Ms. Becker: I would like to see the drawing that keeps the four, has a drive through and has parking for staff?
Mr. Chaney: Did you say four RV spaces?
Ms. Becker: I asked you about whether you could keep four and I thought you said yes.
Mr. Chaney: I'm sorry, I meant yes to two spaces.
Ms. Becker: That changes my thinking then. I meant could you keep it all.

Motion: Ms. Troll: I move the Lands Committee supports Harbors and the Montessori School work together to design a remodel of the lower parking lot to accommodate a flow through parking pattern that includes two RV parking spaces.
Hearing no objection, motion passes unanimously.

VI. STAFF REPORTS

There were no staff reports.

VII. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

There were no committee member or liaison reports.

VIII. ADJOURNMENT

The meeting adjourned at 5:59pm.

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

North Franklin Parking Lot Proposal

ATTACHMENTS:

	Description	Upload Date	Type
☐	Memo from Greg Chaney	2/5/2015	Cover Memo
☐	Juneau Legacy Properties Proposal	2/5/2015	Exhibit
☐	Letter from Steve Soenksen	2/6/2015	Exhibit

MEMORANDUM

CITY/BOROUGH OF JUNEAU
Lands and Resources Office
155 S. Seward St., Juneau, Alaska 99801
Greg_Chaney@ci.juneau.ak.us
Voice (907) 586-0205
Fax (907) 586-5385

TO: Assembly Lands Committee

FROM: Greg Chaney, Lands and Resources Manager

Greg Chaney

DATE: February 5, 2015

SUBJECT: Juneau Legacy Properties Proposal L.P. - Alternative Use for the CBJ North Franklin Parking Lot – Status Update

At the April 7, 2014 CBJ Assembly meeting, the Assembly adopted a motion that gave Lands and Resources staff 30 days to solicit proposals for alternative uses for CBJ's parking lot located at North Franklin and Second Street.

The Lands Office received several inquiries, but only one proposal to purchase the North Franklin Parking Lot was received by the May 8th deadline (Attachment 1). This application was from Steve Soenksen, of Juneau Legacy Properties L.P. (JLP), proposing to purchase the lot, for the purpose of constructing 29 units of workforce housing. Also included with the proposal were 990 square feet of commercial space and 22 parking spaces on the ground floor.

CBJ Lands staff have had several meetings with JLP during the last nine months. Lands has attempted to develop a mutually agreeable project timeline with benchmarks however due to several factors, a timeline has not been established. A significant concern has been that financing agencies have been reluctant to participate in a project that includes a reversion clause. In addition, the project has not found financing because it would be difficult to recoup the cost of basic construction at current apartment rental rates.

JLP has investigated the possibility of building a larger building in hopes that the economies of scale would make the project more likely to provide an acceptable return on the investment. Various combinations of incorporating more stories, including more commercial space, decreasing the size of the apartments to increase the number of apartments or potentially receiving a property tax credit have all been considered. These discussions have not yielded results that have furthered the project's objectives.

Lands staff meet with Mr. Soenksen on December 16, 2014 to discuss the status of the project. At the conclusion of that meeting it was decided that JLP would provide the Lands Division with a project status letter by January 15, 2015. The intent of the letter was to allow JLP the opportunity to propose any modifications to the original project description, provide an update concerning financing options, discuss a strategy for a realistic reversion clause and propose an outline for a project timeline with milestones. Unfortunately, this letter has not been submitted. If a letter is available in time for the Lands Committee, it will be provided at the meeting.

Recommendation

Staff recommends that if Juneau Legacy Properties L.P. has submitted a status update letter by the Lands Committee meeting, the merits of the letter be discussed at the meeting or scheduled for a later meeting if the issues are too substantive to address in the time available.

Alternatively if no letter is available, Lands staff recommends that because little progress has been made in the nine months since the JLP proposal was submitted, the Lands Committee discuss the possibility of seeking alternative proposals for CBJ's parking lot located at North Franklin and Second Street.

Juneau Legacy Properties, LP 120 Second Avenue STE 209 Juneau, Alaska 99801 907-957-7550

05/08/2014

Dear City and Borough of Juneau:

Please consider this our Application and submittal for **RFP 14-266, "Alternative uses, North Franklin Parking Lot."**

With this narrative, we hope to address the four criteria described in the RFP, and to introduce and describe the attached conceptual graphics and image sheets. Where referenced in the text, the image sheets are underlined.

1. **Positive impact on housing**

   We discovered that 11 housing units were lost on this site about 2003 when the previous buildings were demolished and replaced with a city owned, single level parking lot. We would like to provide replacement plus expanded housing opportunities on this site. Recent housing studies indicate a strong need for 1-2 person apartments, primarily one bedroom units available for market rate short term and seasonal rentals. We believe that a mix of unit types would meet more of the local needs.

   We are proposing a multi-family structure with 29 residential units on this property. The attached Concept for Upper Levels graphic shows our current proposed mix of new studio, one bedroom and two bedroom units. To provide greater detail as to how these units could be laid out, we also show the Concept for One Bedroom Apartment at a larger scale.

   A total of 29 units are considered at this time. This includes 10 units each of the three upper levels with one apartment lost on the first floor due to providing an entry lobby. A different mix of rental units could be chosen which could push the total unit count up to 40 units. This is a concept plan; the final mix and size of apartments may be different and will be developed based on further study of the markets and the requirements of potential financial partners and lenders. Further financial analysis may shift the numbers and types of units until a feasible option is reached.

2. **Potential to provide other street level uses**

   This building concept would begin with a concrete structure on the first level and three stories of light frame construction above. Our Parking Level & Site Concept drawing shows a substantial ground floor retail opportunity at the intersection of 2nd and Franklin streets, which will help reduce the visual impact of the remaining ground level parking.

3. **Parking management strategies**

   The construction method we envision allows us to retain most of the ground floor as surface parking. Our initial analysis, described in the Parking Level and Site Concept, shows 22 spaces, roughly what is currently available on this lot. This layout is similar to CBJ Parking Lot study by Tetra-Tech but would provide vertical connections to the residential levels above. Additional parking solutions including CBJ Tetra-Tech parking facility design may be considered. Based upon our interpretation of the CBJ parking code, this should provide adequate parking for the apartment residents and possibly for others.

4. **Overall concept design quality**

   In addition to meeting the need for housing, parking, and other street front uses, it is important to have an attractive, high quality structure that is compatible with the downtown core. We have looked at some case study buildings built in other cities to address similar downtown housing needs. These are reflected in the images we present on our Precedents and Case Studies graphic. These will be further studied as project programming moves forward. Our final result may look something like these.

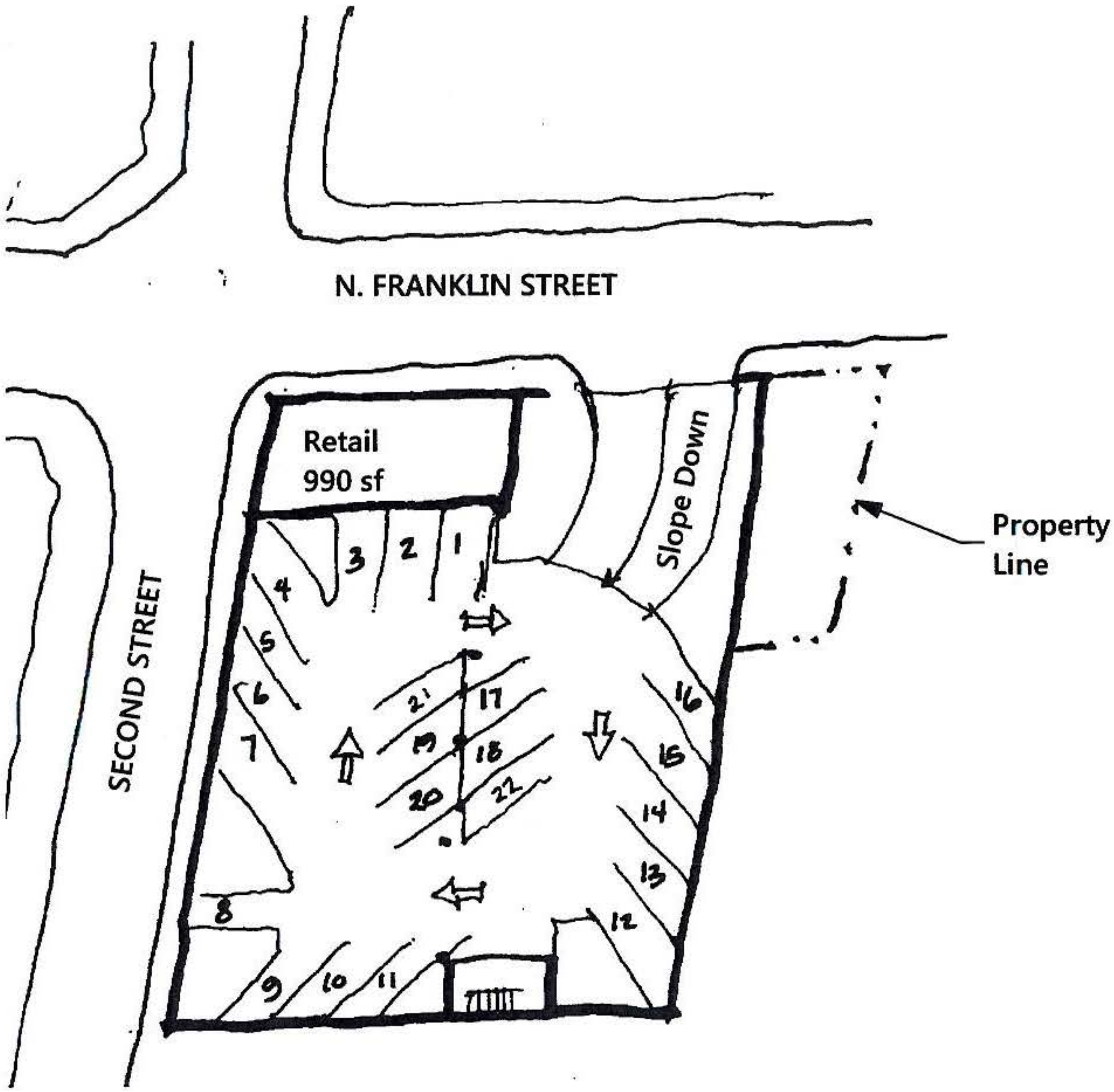
   We plan to incorporate energy efficiency into the design, create quality living places with low maintenance exterior and interior finishes. We want to design a good neighbor building to the downtown core that will provide quality rental units for many years to come.

Until we know if and under what terms and conditions we can acquire the site, we are limited to this concept stage of project design.

Therefore, per the Request for Proposal **"Alternative Uses-North Franklin Lot RFP 14-266,"** we make application to the City and Borough of Juneau to direct staff to negotiate with us to sell or transfer city owned property located at Second Street and North Franklin Street, (formerly known as the JAMI property), which currently holds a surface parking lot.).

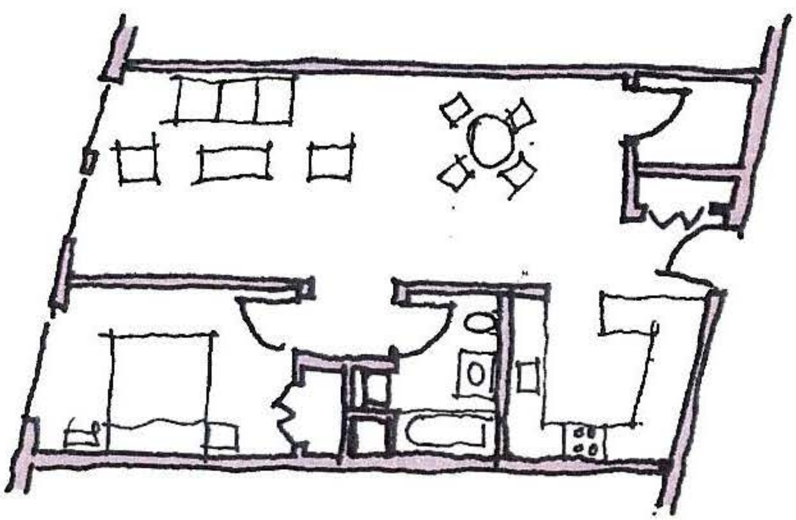
Sincerely,

Steven Soenksen, General Partner
Juneau Legacy Properties, LP



Parking Level & Site Concept

Concept for Upper Levels



Concept for One Bedroom Apartment






<u>Precedents & Case Studies</u> - some ideas for what our building may look like

<u>JUNEAU LEGACY PROPERTIES LP</u>

Proposed Apartment Building, Second & Franklin St., Juneau Alaska

Juneau Legacy Properties, LLP 120 Second Avenue STE 209 Juneau, Alaska 99801 907-957-7550

RECEIVED

FEB 0 6 2015

CBJ Manager's Office

Via E-mail
Greg Cheney

12-22-2014

Greg Cheney
CBJ Lands Director
155S Seward St
Juneau, Ak 99801

Dear Greg:

Thank you for our recent meeting to discuss the possibilities for the site at Second and Franklin Street in Juneau. I think our recent meeting has been helpful to clarify issues and lay out a pathway forward.

We discussed the process and probability of financing and putting together a successful project. We looked at the draft timeline you presented our group with initially and talked about our findings to date.

We want to proceed with our original proposal and obtain the ability to purchase this property to construct a multi-story, multi-family apartment building. It will be a 4 story structure with the ground level as parking and the upper levels for residential use as submitted previously. This concept building can be feasibly built on the site with some planning and development permitting milestones that appear possible to achieve.

But it appears the draft timelines Reversion milestones will not work for us or our intended financing. We explained that these clauses undermine the property purchase and negate normal property sale transactions. Our finance program will not find participants until we have site control, or a formal, (normal) process to acquire it. Reversion clauses are not favored in the financial community.

We would like you to proceed with drafting an appropriate transfer agreement, acceptable to the CBJ for us to purchase the property. We are looking forward to moving this project ahead. But we need certainty that we can purchase the property under reasonable conditions that will allow us to finance project expenses and build the project.

The Assembly has shown support to consider the sale of the property for our proposal to construct multi-family housing in the downtown core area. A fair market value has been determined. The timeline you presented will generally work but the reversion clauses are not workable. Let us proceed with transaction arrangements to get this project moving forward.

Please let me know if you would like to discuss further details.

Steve Soenksen

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Changing the Tax Deferral on Certain Subdivided Properties to a Tax Abatement

ATTACHMENTS:

	Description	Upload Date	Type
☐	Letter from SEABIA	2/4/2015	Exhibit
☐	Letter from Russ McDougal	2/4/2015	Exhibit
☐	Letter from AHC	2/4/2015	Exhibit

Southeast Alaska Building Industry Association

9085 Glacier Hwy., Ste. 202 • Juneau AK 99801• (907) 463-5774 • Fax (907) 463-5821
E-mail: seabia@gci.net • Web site: www.seabia.com

February 4, 2015

The Honorable Mayor Sanford
Assembly Members
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Dear Mayor and Assembly Members:

I am writing to ask for your support for a legislative change to AS 29.45.051 pertaining to tax deferral for certain subdivision property.

Representative Munoz introduced legislation to defer increased property tax on newly created subdivisions for a period of five years or until sold. This legislation was at the request of members of the Southeast Alaska Building Industry Association (SEABIA) and the Juneau Affordable Housing Commission as well as the Alaska State Home Building Association (ASHBA). Representative Munoz was well aware of the housing issues facing Juneau as she is a past Chairwomen of the Juneau Affordable Housing Commission. The legislation passed and was put into law locally the following year with City Ordinance #2013-20(b).

Since passage of the property tax deferral legislation and local acceptance of it few builders/developers have used the deferral. Reports from these people to Representative Munoz' office have stated that the incentive is not enough for the work to take advantage of a deferral given that the added tax liability created when subdividing raw land is still owed. Developer's experience across the state has shown that lots created have been lost due to unpaid property taxes given the ups and downs of the state economy.

A tax exemption of the increased tax amount due when creating additional lots will put more buildable lots on to the real-estate market. This exemption will not affect local government revenue as it is an exemption of only the increase in value of the property. The tax amount on a property would remain the same until the new lots for a period of five years or until lots are sold. It is the belief of ASHBA, SEABIA and members of the Juneau Affordable Housing Commission that the exemption will in fact create additional property tax income. As new lots become available homes will be built, thus increasing the purchased/developed lots value 100 fold.

The proposed change from a deferral to an exemption was brought to the attention of the Affordable Housing Commission and the Mayor almost a year ago, with SEABIA's understanding that a letter of support would be sent from the Mayor to Representative Munoz last spring. At this time, it is our understanding that Representative Munoz is waiting on a signed letter from the mayor. With support from the Mayor, Representative Munoz is in a position to facilitate introduction of legislation for the proposed change to AS 29.45.041.

Time is of essence on this matter as the legislative session is underway and time is short for introduction of legislation.

We appreciate your support on this matter.

Sincerely,

Greg Stopher
President
Southeast Alaska Building Industry Association

cc: Representative Cathy Munoz
CBJ Affordable Housing Commission
Alaska State Home Building Association
SEABIA Board of Directors

Russell McDougal
Mac's Design & Construction
P.O. Box 32335
Juneau, AK 99803

February 4, 2015

To: Mayor Merrill Sanford
City and Borough of Juneau Assembly Members

Re: Support of Land Development Tax Deferral Change to Exemption

The City and Borough of Juneau (CBJ) residents are suffering from a housing shortage. The 2008 CBJ Comprehensive Plan documents the following:

- Insufficient supply of housing to provide residents adequate choice in housing size, location and prize.
- Many residents live in overcrowded and/or unsafe and unsanitary conditions.
- Many households are paying more than 30% of their household income for shelter.

Providing affordable housing has been a top priority for the CBJ for quite some time.

I am writing in regard to AS 29.45.051 tax deferral for certain subdivision property. The Alaska Legislature passed this statutory change in response to builders across the state through the Alaska State Home Building Association (ASHBA), including the local Southeast Alaska Building Association (SEABIA) here in Juneau. In response to the building community, the City and Borough of Juneau passed a city ordinance, #2013-20(b) on the 19th of August 2013 to implement the tax deferral program.

This tax deferral was adopted to help construction contractors develop and make available more property in the borough to meet the housing needs in our area, including affordable housing. However, the deferral law has not provided the incentive hoped for in the original legislation.

The Juneau Affordable Housing Commission and the ASHBA are asking the City and Borough of Juneau to support a change to AS 29.45.051 for a tax exemption in order to provide land owners and developers the kind of incentive they need to build more subdivisions. By writing a letter of support of this legislative change to our local delegation, we can build a better capital city.

Thank you,

Russ McDougal
Owner, Mac's Design & Construction
Member, Juneau Affordable Housing Commission
Builder Director, ASHBA & SEABIA

Juneau Affordable Housing Commission

<u>2015 Commissioners</u>
Tamara Rowcroft, Chair
Mandy O'Neal Cole, Vice Chair
Norton Gregory
Russ McDougal
Honey Bee Anderson
Wayne Coogan
Justin Shearer
Margaret O'Neal

February 04, 2015

Jesse Kiehl, Chair
Lands and Resources Committee
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Subdivision Tax Deferral vs. Abatement

Dear Mr. Kiehl and the Lands and Resources Committee,

The Juneau Affordable Housing Commission (AHC) supports the concept of subdivision tax abatement as an incentive for the development of affordable housing in our community. At our April 01, 2014 meeting we passed a unanimous motion to ask the City of Borough of Juneau to support state legislation that would change the current tax deferral law to a tax abatement law. This concept is supported by the local Southeast Alaska Building Industry Association (SEABIA)

We are asking the Lands and Resources committee to support this concept and move it forward for review and approval by the Assembly.

Sincerely,

Tamara Rowcroft, Chair
Juneau Affordable Housing Commission

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Housing First Request for $90,000 Grant from the Juneau Affordable Housing Fund

ATTACHMENTS:

	Description	Upload Date	Type
☐	Letter from AHC	2/4/2015	Cover Memo
☐	Housing First Application Part 1	2/5/2015	Exhibit
☐	Housing First Application Part 2	2/5/2015	Exhibit
☐	Housing First Application Part 3	2/5/2015	Exhibit

Affordable Housing Commission

February 4, 2015

Mayor Merrill Sanford and Assembly
City and Borough of Juneau
155 S. Seward St,
Juneau, AK 99801

Re: Housing First request for $90,000 grant from the Juneau Affordable Housing Fund

Dear Mayor Sanford and Assembly,

The Glory Hole, as the lead agency of Juneau's Housing First working group, presented a request for a grant of $90,000 for pre-development costs from the Juneau Affordable Housing Fund (JAHF) at the February 2, 2015 Affordable Housing Commission meeting. After thoughtful consideration, the request was approved by the Commission for recommendation to the Assembly. The Commission recognized the following factors pertinent to this recommendation:

- The $90,000 requested by the Housing First group will ultimately be used to leverage a much larger investment by the Alaska Housing Finance Corporation (AHFC), in the form of a successful Special Needs Housing Grant (SNHG) application. The pledge from the CBJ for 1.5 million dollars secures the match needed for the grant; the $90,000 from the Fund would be used immediately for professional architectural services and environmental testing. These services are needed <u>now</u> to ensure a competitive application, and increase the chances that Juneau will be selected as the most appropriate applicant for the last round of SNHG funding projected for this decade.
- The Housing First project, while necessitating large initial investments by city, state and local funding entities, will ultimately result in significant and recurring cost savings for the CBJ (police, hospital, ambulance, maintenance) and to local businesses. We have been particularly swayed by both the humanitarian, even life-saving, aspects of the project as well as by the potential improvements to the downtown business atmosphere and economy.
- The Commission prefers funding projects that have a strategy for repayment to maintain a healthy balance in the JAHF. However, pre-development costs and grants are approved uses of the JAHF. The value of a locally-maintained housing fund is flexibility; the ability to make discretionary decisions about funding requests that fall outside of our typical preference, but represent an overall value to our community. We believe that the cost savings to the community outweigh the short term security of the JAHF capital and having successful and

creative housing projects seeded by the JAHF can be leveraged into additional capital contributions later on.

- Finding a sustainable strategy to capitalize the JAHF, separate from but in addition to repayment from applicants, is a priority for the Commission. To that end, the Commission is working with CZB consultants to create a Juneau Housing Action Plan, which will include proven non-lending strategies to grow and maintain the JAHF. Our projected timeline for completion of the plan is by Fall 2015.

It is the Commission's recommendation that the Assembly grant $90,000 to The Glory Hole from the Juneau Affordable Housing Fund for the Housing First predevelopment services necessary to complete a competitive AHFC SNHG application.

Thank you,

Tamara J Rowcroft

Tamara Rowcroft, Chair

Attached is the cover letter to Housing First's application. The remainder of their application is available in the online Assembly Lands Committee packet.

247 S. Franklin Street
Open 24 Hours a day
365 days a year
Food
Shelter
Hospitality

January 14, 2015

Members of the Affordable Housing Commission,

I am very excited to present to you the attached application and application materials for the Juneau Housing Trust Fund. We are requesting $90,000 in order to continue working on the development of the Juneau Housing First project, specifically in order to complete engineering and architectural materials.

The Juneau Housing First project, identified as one of the top community priorities by the City and Borough of Juneau, Downtown Improvement Group, Tlingit and Haida Regional Housing Authority, Juneau Coalition on Housing and Homelessness (and all of its partner agencies), Bartlett Regional Hospital, the Juneau Police Department, Alaska Mental Health Trust Authority, Alaska Department of Behavioral Health, the Office of the Governor, as well as many other entities and members of the community. The project has land, has raised over 60% of capital funds necessary and has identified 100% of operating funding sources.

The time to complete this project is now and we really appreciate your consideration of our application. It is important to note that time is off the essence. Since 2012, 8 people from the Juneau Vulnerability Index Survey have died on the streets. It is very likely that more will die. Additionally, the concerns of the downtown merchants and the emergency services utilization numbers are atrocious. We can do better and the Juneau Housing Trust Fund request for design funds will bring us closer to the goal of developing 34 units of permanent supportive housing for those most in need in Lemon Creek.

Thank you again for considering this application and please do not hesitate to contact me with any further questions or with any comments, via phone at (907)586-4159 or via email at info@feedjuneau.org.

Sincerely,

Mariya Lovishchuk

Mariya Lovishchuk

Executive Director, TGH

Juneau Housing First Project

Study Images for the Glory Hole Housing First Project Vision
Courtesy MRV Architects

COMMUNITY SUPPORT

- Bartlett Regional Hospital
- Juneau Police Department
- City and Borough of Juneau
- Juneau Affordable Housing Commission
- Juneau Coalition on Housing and Homelessness
- Juneau Alliance for Mental Health
- Juneau Community Foundation
- AWARE, Inc.
- Front Street Community Health Center
- Alaska Mental Health Trust Authority
- National Council on Alcoholism and Drug Dependency (NCADD)
- Downtown Improvement Group (DIG)
- Tlingit-Haida Regional Housing Authority
- Sealaska Corporation
- SEARHC
- St. Vincent DePaul Society
- REACH, Inc
- Catholic Community Services

THE JUNEAU HOUSING FIRST PROJECT will create 44 permanent supportive housing units that targets Juneau's highly vulnerable chronic homeless population who are chemically dependent and exhibit an extensive history of emergency service utilization. Many of these individuals have co-occurring disorders (substance abuse & mental health disorders).

The project will provide safe and secure housing to residents in order to facilitate dignified lives, a healthy community, and will provide significant cost savings to the community.

The project will follow Housing First principles, including:

- Residents are moved into shelter without the pre-condition of receiving treatment;
- Housing units will be targeted to the most vulnerable (most disabled, length of time on the streets of **Juneau** and other **Southeast Alaska** communities);
- Robust services and supports available on-site;
- Tenancy is not dependent on participation in services;
- Once housed, a harm reduction approach to substance abuse is taken versus an abstinence-based requirement; and
- Residents must have lease agreements and tenant protections.

In keeping with Housing First principles, the project will include common space for residents to congregate, a conference room, garden space, laundry, an on-site kitchen and dining room, and staffed and secure front desk area.

The project also includes space for the Front Street Community Health Center that provides integrated primary health care, mental health care, and substance abuse treatment services to all in need. The space will include five medical exam rooms, one room for mental health counseling, dental room with two dental chairs, and administrative office space.

The project will also include space for other local non-profit agencies and interested retail partners.

juneaucf.org

Juneau Housing First Project

DATA

In Juneau, there are currently no permanent supportive housing options for this population. All other housing options require abstinence or compliance with treatment (JEDC Housing Needs Assessment). With few housing options available, this population has endured extensive periods of homelessness and utilized a high volume of community services through the Juneau Police Department, Fire & Emergency Department, Bartlett Regional Hospital Emergency Room, Rainforest Recovery Center, and Lemon Creek Correctional Facility.

In 2012, the Juneau Housing and Homeless Coalition conducted street outreach efforts to understand this population. Outreach included use of the vulnerability index survey that noted that 40 of 55 people were deemed vulnerable - having a 3 to 4 times greater chance of dying prematurely.

Along with the physical health and safety benefits for the Juneau Housing First Project residents, this project will provide cost savings and other community benefits, including:

JUNEAU POLICE DEPARTMENT: Decrease in police contacts, especially in downtown corridor.

CAPITAL CITY FIRE AND RESCUE: Decrease in the number of emergency responses (down from 25 per month)

BARTLETT REGIONAL HOSPITAL EMERGENCY ROOM: Decrease in visits, decrease in frequent users, and housing options for the homeless upon discharge

RAINFOREST RECOVERY CENTER: Decrease in Emergency Service Patrol pick-ups

DOWNTOWN BUSINESSES: Relief to downtown businesses that have incurred costs for increases security and the day to day activities of a centralized homeless population

JUNEAU COMMUNITY: decrease in openly illegal behaviors, trash, and human waste on the streets, increased safety and peace

PROPERTY DONATION

Tlingit-Haida Regional Housing Authority has offered property for the project - 1.25 acres of flat, commercial property with a 100-year lease valued at $1.2 million dollars.

FUNDING SOURCES (CAPITAL, OPERATING, SERVICES)

The Juneau Housing First project will rely on a combination of funds from state and local government, private foundations, and individual contributions.

AHFC Special Needs Housing Grant ($3.5 million), deadline Feb. 20, 2015
State Legislative Grant
Juneau Affordable Housing Fund
City and Borough of Juneau
Bartlett Regional Hospital
Juneau Community Foundation

WAYS TO CONTRIBUTE & CONTACT INFORMATION

The Juneau Community Foundation has established the Juneau Housing First Fund for local and private contribution. Please go to the JCF website, www.juneaucf.org, for more information or call at (907) 523-5450.

For more information on the project,
contact Mariya Lovishchuk at the Glory Hole.
info@feedjuneau.org

juneaucf.org

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Juneau Affordable Housing Fund

Application for Funding

For more information, contact:
Lands & Resources Department
City & Borough of Juneau
155 S. Seward St.
Juneau, Alaska 99801
Phone: (907) 586-5252
Email: lands_office@ci.juneau.ak.us

- Please review all program guidelines on the City & Borough of Juneau's - Juneau Affordable Housing Fund web page - http://www.juneau.org/lands/JuneauAffordableHousingFund.php
- Please type directly into this form. Submit application along with the checklist page and all supporting documentation to: **Affordable Housing Commission, c/o Lands & Resources, City & Borough of Juneau, 155 S. Seward St., Juneau, Alaska 99801**
- All applications must be submitted with original signature and date.
- **Applicants are encouraged to call the Lands & Resources Office to discuss their project and arrange a site visit before completing application.**

Juneau Affordable Housing Fund

Application Checklist

Check all items that you have included with this application:

Note: The items identified as Borrower Information must be provided for each applicant. If separate entities will operate and own the real property, both must be applicants/co-borrowers.

- [x] **Property information**
- [ ] Copies of deeds, permits, purchase agreement, lease, home inspection reports (now required for homeownership rehab or acquisition)
- [ ] Appraisal (as-is, as proposed if available)
- [x] Location map /site description

- [ ] **Project Information**
- [x] Market study, housing waiting list, etc.
- [x] Evidence of local support for the project
- [x] Green Building and Sustainable Housing Communities Criteria
- [x] Preliminary design drawings, housing unit floor plans
- [x] Project budget
  - [x] Construction Budget/Bids
  - [x] Property Operating Budget
  - [x] Support Services Budget if applicable
- [x] Copies of any commitment letters or loan documents from other lenders for this project
- [ ] Copies of any loan declination letters you have received for this project

- [x] **Financing Information**
- [x] JAHF Application for Funding, completed and signed
- [x] Documentation of financing gap
  - [ ] Senior loan terms (loan documents/commitment letters)
  - [ ] Documentation of grants requested/received
  - [ ] Credit denial letters if any
- [x] **Borrower Information. Provide the info below for any entity operating the project property and/for any entity who will own the project property.**
- [x] Borrower Financial Statements (balance sheet and current operating statements < 90 days old)
- [ ] Board resolution(s) authorizing the application, if required by your organization
- [x] Resumes/Organizational History for Developer, Project Sponsor, Property Manager
- [ ] Articles of Incorporation & Bylaws (S & C Corps, including non-profits); Articles of Incorporation & Operating Agreement (LLC); Partnership Agreement (General & Limited Partnerships) for each borrower.
- [x] Current List of Officers & Directors, General/Managing Partners, Authorized Members

Juneau Affordable Housing Fund

Application for Funding

1. APPLICANT IDENTIFICATION – for capital projects, the entity owning the property must be an applicant/co-borrower and sign below.
Copy and complete the information below for each applicant/co-borrower.

Legal Enity: X Non-profit ❑ Public Housing Authority ❑ Ltd./Gen'l Partnership ❑ S/C Corp
❑ LLC ❑ Individual ❑ Other (Describe):

Applicant Name: **The Glory Hole**

Mailing Address: **247 S. Franklin Street Juneau, AK 99801**

Phone: **(907) 586-4159**

Fax: **(907) 586-4304**

Contact Name/Title: **Mariya Lovishchuk, Executive Director**

Email: **info@feedjuneau.org**

Applicant's Federal I.D: **92-0085663**

Contact Person for Award Notification: **Mariya Lovishchuk**

The Juneau Affordable Housing Fund (JAHF) is a program of the City and Borough of Juneau (CBJ). Approval of all loans from the JAHF is a public process and loan files maintained by the CBJ are subject to open government policies and procedures observed by the CBJ. By signing and delivering this application to JAHF, I/we hereby WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION: Grantee's/Borrower's name; name and location of the project; grant or loan amount and terms; amounts and source of other financing; public purpose of the grant or loan; a description of the project including the number of units and number of units set aside for the public purpose.

I/we, am/are authorized to apply for financing from the City and Borough of Juneau Affordable Housing Fund on behalf of the applicant and certify that the information contained in this application is true and accurate.

Signature Mariya Lovishchuk **Date 01/01/2015**

Printed Name: Mariya Lovishchuk
Title: Executive Director

2. PROJECT IDENTIFICATION. If multiple sites, provide information below for each site.
Copy and complete the information below for each site.

Project name: **Juneau Housing First Project**

Project Address: Street/City/State/Zip Lemon Creek
Unit 4, 5, 6 Lemon Creek Glacier Subdivision

Property Complete Legal Description: Please see attached Exhibit A

Site Size (acres or square feet) Please see attached Exhibit A

Current Site Zoning: **General Commercial**

PROJECT DESCRIPTION

Brief description of the project and the gap financing that JAHF funds will be filling.

The Juneau Housing First Project will create 34 permanent supportive housing units that targets Juneau's highly vulnerable chronic homeless population who are chemically dependent and exhibit an extensive history of emergency service utilization. Many of these individuals have co-occurring disorders (substance abuse & mental health disorders).

The project aims to provide safe and secure housing and appropriate support services and resources that allow the pursuit of recovery for residents. The project will follow Housing First principles, including: Residents are moved into shelter without the pre-condition of receiving treatment; Housing units will be targeted to the most vulnerable (most disabled, length of time on the street); Robust services and supports available on-site; Tenancy is not dependent on participation in services; Once housed, a harm reduction approach to substance abuse is taken versus an abstinence-based requirement; and residents must have lease agreements and tenant protections.

In keeping with Housing First principles, the project will include common space for residents to congregate, a conference room, garden space, laundry, an on-site commercial kitchen for meals and job training, a cafeteria, and staffed and secure front desk area. The project also includes space for the Front Street Community Health Center that provides integrated primary health care, mental health care, and substance abuse treatment services to all in need. The space will include five medical exam rooms, one room for mental health counseling, dental room with two dental chairs, and administrative office space.

The Trust Funds are needed immediately to facilitate project design, specifically to cover a portion of engineering and architectural fees, in order to make the project ready to compete for Special Needs Housing Grant funding application submission on February 20, 2015.

3. HOUSING UNITS & AFFORDABILITY[1]

54 total housing units*, and a significant portion of unit development will be funded by JAHTF.

Of the JAHF funded units, how many will be affordable to the households:

Income Level	Total # of Units
Extremely Low Income (30% HUD Income Limits	**34**
Very Low Income (31-50% HUD Income Limits)	
Low Income (51%-80% HUD Income Limits)	

See Appendix B of Juneau Affordable Housing Fund Program Description and Application Guidelines or go to http://www.huduser.org/portal/datasets/il/il12/index.html

Population to be served:

X Single adults ❑ Families with minor children X Chronic homeless X Seniors ❑ Assisted Living
X Veterans
X Special needs (describe) Most Vulnerable, Chronically homeless, co-occurring disorders
❑Other (describe)

Number of years units will be committed to serving the population above:
❑ 15 years (minimum) ❑ 20 years ❑ 30 years **X Other Forever**

Unit Type	Total # of Units	Unit Size (Sq. Ft.)	Total Unit Area: Garage + Unit Size	# ≤ 30% HUD Income Limit	# ≤ 50% HUD Income Limit	# ≤ 80% HUD Income Limit	Market Rate Units
SRO	34	260	n/a	n/a	n/a	n/a	n/a
Efficiencies							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4 Bedroom							
5 Bedroom							
Total Units	**34**						

Total Residential Square Footage: **Please see attached Exhibit B**

Manager's Unit included? **X Yes** ❑ No If Yes, describe: While the facility will not have a live in manager, there will be 24/7 staff presence on the facility. The premises will include a single entry, complete with a front desk counter and staff offices to ensure that the staff are aware of all comings and goings and are available to the residents at all time. Staff offices for case managers and the facility

.

director will be on site as well. Furthermore, the building will include space for residents to receive support services from partner agencies.

DEVELOPMENT DESIGN	# Units	# Buildings
Detached Single Family		
Townhouse		
2-, 3-, 4-plex		
Multi-Family	34	1
Scattered Sites		
# Scattered Sites		

OTHER AMENITIES:

X Units contain kitchens ❑ Units contain Washer/Dryer hook-ups only
X Common Laundry with: # 6 washers and 6 dryers
❑ Covered parking spaces: # ❑ **Uncovered parking spaces: # 39**
X Other amenities (describe) kitchen, dining room, garden, supportive services available on site, meals provided

FOR RENTAL PROJECTS ONLY – List Rental Rates for each type of unit

Unit Type	Rental Rate @ ≤ 30% HUD Income Limit	Rental Rate @ ≤ 50% HUD Income Limit	Rental Rate @ ≤ 80% HUD Income Limit	Market Rate Rental Rate
SRO	34			
Efficiencies				
1 Bedroom				
2 Bedroom				
3 Bedroom				
4 Bedroom				
5 Bedroom				
Total Units	34			

Describe the process you will use to set and adjust rents.
Residents will be required to contribute 30% of their income toward rent.
Payee relationships will be set up for residents and money management techniques will be employed to ensure that the residents have the opportunity for healthy spending of their funds. The housing specialists will work with residents to ensure that they have saving plans in place as well as to ensure that the residents have applied for all the federal and state entitlements such as SSI and SSDI.

FOR HOMEOWNERSHIP PROJECTS ONLY – List proposed sales price of all homes in project N/A

Unit Type	JAHF Financed Units	Financed by Other Affordable Housing Lenders	Market Price Units
1 Bedroom			
2 Bedroom			
3 Bedroom			
4+ Bedroom			
Total Units			

4 PROJECT COSTS AND RESOURCES

4a. USES OF FUNDS

Purpose	Sections Required if funding requested for these purposes	Amount
Acquisition, Construction, Rehabilitation	5a, 6, 7	$
Pre-Development Costs	**5b**	**$ 90,000**
Operating Assistance (max one year)	5c	$
Capacity Building	5d	$
Self-Sufficiency/Support Services (max one year)	5e	$
Project Total		**$**
Less Cash provided by owner or borrower	4b	$
Less Other Financing	4b	$
JAHF loan requested	**90,000**	**$90,000**

4b. TOTAL PROJECT FUNDS PLEASE SEE FUNDING SCHEDULE Exhibit C

Funder	Specify Agency/ Program/Investor Name	Amount Committed or Received[2]	Amount Requested[3]	Date of Application	Anticipated Approval Date
Alaska Housing Finance Corporation	HOME				
	LIHTC				
	SNHG		3.5 million	Feb 20	
	Other:			Applied 12-29-14	
Other Alaska State Govt. (AMHTA)		75,000		Granted 1-3-15	
Federal Govt.					
Local Govt. (not JAHF) CBJ		1.5 million		Committed 12-21-14	
Subsidies					
Bank Loan					
Private Loan					
Private Grant					
Private Investor					
CDBG			850,000	August 2015	
Other JCF		500,000			
THRHA		700,000		Land donation (secured)	
	Totals	$ 2,775,000	$4,350,000		

Total non-JAHF funds committed and requested above: + 7,125,000

Total JAHF loan requested from 4a above + 90,000

2 Please attach documentation verifying non-JAHF funds including the interest rate, repayment period, and other terms governing committed or received funds.

3 Please list amounts applied for which are pending approval here. Do not show any requests which have been declined or any unfunded portion of an application which was committed for less than the amount requested.

Juneau Affordable Housing Fund

Total project funding from all sources. Total project cost must match total project funding in 4a. Above. = **7,215,000**

The Maximum Loan (GRANT?) amount is based on purpose and need, but cannot exceed $150,000 in total with priority given for Capital projects which will provide long-term or permanent affordability. Your loan may be approved for an amount less than requested.

5. DETAILED USE OF FUNDS

For section 5, applicants only need to complete the sub-section(s) for which funding is being requested. See 4a above. The total JAHF funds requested and the total of funds provided by others should match the total in Section 4a and 4b.

5a. CAPITAL COSTS. Please include below the total project cost for each type of capital cost (Acquisition, New Construction, or Rehabilitation) regardless of funding source.
PLEASE SEE ATTACHED BUDGETS

Capital Costs	Acquisition	Construction	Rehabilitation	Amin/Overhead
Land	700,000			
Residential structures		5,909,000		
Nonresidential structures				
On Site improvements				
Off Site improvements				
Remove, Refinance Liens/ Encumbrances				
General requirements				
Contractor Fees		250,000		
*Developer's Fee				
Architect Fee		37,000		
Design		239,000		
Supervision		70,000		
Legal Fees		10,000		
Packaging/Processing				
Other (describe)				
Other (describe)				
			Total Capital Costs	7,215,000

General requirements: % of 5a Total	
Builder's General Overhead: % o5a Total	1.23
Builder's Profit: % of 5a Total	1.23

PROJECT COST PER UNIT $___212.20_______

*The amount and use of developer's fee will be relevant to the evaluation of the application.

5b. PREDEVELOPMENT COSTS (list cost of each item below) PLEASE SEE EXHIBIT D

Predevelopment Costs	JAHF Funds	Other Funds	Total Cost
Architect Fee	37,000		37,000
Design	28,000	186,000	214,000
Supervision		70,000	70,000
Legal Fees		10,000	10,000
Packaging/Processing			
Surveys and Soil Borings	25,000		25,000
Appraisal			
Environmental Study			
Market Study			
Other (describe)			
Other (describe)			
		Total Predevelopment Costs	$356,000

5c. OPERATING ASSISTANCE request for one (1) year N/A

Operating Costs (Annual)	JAHF Funds	Other Funds	Total Cost
Salaries – Office & Admin			
Advertising and Marketing Management Fees			
Accounting Services and Fees			
Auditing Expenses (project only)			
Insurance			
Legal Expenses (project only)			
Office Supplies, Postage, etc.			
Permits, Licenses and Misc. Taxes			
Telephone and Answering Services			
Other			
Other			
ADMINISTRATIVE Subtotal(A)			
Salaries – Maintenance & Janitorial			
Exterminating			
Costs associated with lead-paint reduction			
Electrical Repairs & Supplies			
Garbage and Trash Removal			
Grounds Maintenance Contract and Supplies			
Heating & Air Conditioning Maintenance			
Janitorial Supplies			
Painting			

Operating Costs (Annual)	JAHF Funds	Other Funds	Total Cost
Plumbing Repairs & Supplies			
Rental Equipment/Small Tools			
Roof Repairs			
Other			
Other			
MAINTENANCE & REPAIRS Subtotal (B)			
UTILITIES PAID BY OWNER			
REAL ESTATE TAXES			
GROUND RENT			
RESERVE FOR REPLACEMENT			
Other (describe)			
Other (describe)			
Total Operating Costs (A+B+this subsection)			

Revenues Earned Year 1:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Year 1
Unit Rentals					
Fees/Other					
Total					

5d. CAPACITY BUILDING COSTS must be directly related to the specific housing project covered by this application. N/A

General organizational development or broad-based client needs assessments will not be funded. Examples of capacity building include training for on-site property manager or maintenance staff, acquisition of software for facility management, website development for rental information, etc.

Purpose/Use of Funds (list)	JAHF Funds	Other Funds	Total Cost
Total Capacity Building Costs			

5e. SELF-SUFFICIENCY / SUPPORTIVE SERVICES request for one (1) year N/A

Enter funding amounts anticipated for salaries and other expenses related to providing the services offered to residents in the specific housing project named in this application:

Juneau Affordable Housing Fund

Purpose/Use of Funds (list)	Y/N	JAHF Funds	Other Funds	Total Cost
Rental/Down Payment Assistance				
Job Skills Training				
Educational Courses				
Budget Counseling/Financial Literacy				
Substance Abuse Aid				
Mental Health Care				
Other Health Care				
Child Care				
Other Project-Specific Costs:				
Total				

The funding requested is for a ❑ new position ❑ current position

For services not to be provided by applicant, please list service(s) and service provider(s):

ALL APPLICANTS MUST COMPLETE SECTIONS 6 through 12

6. PROJECT READINESS AND SITE INFORMATION

How is control of the project property site established? ❑ Ownership ❑ Purchase Agreement
❑ Purchase Option **X Lease** ❑ Other (describe)

If no site control exists, describe plans to acquire the project property:

n/a

Current property owner's name:

Tlingit and Haida Regional Housing Authority

Is site properly zoned for your development?

Yes

Attach evidence that the site is properly zoned for the proposed use or if a variance or exception is required, evidence that a request has been filed and a hearing date has been scheduled.

PLEASE SEE ATTACHED MEMO (EXHIBIT A)

Does the project operator plan to own the property directly?
No, an LLC will be established

If property is to be owned by related entity, please provide name of entity and specify relationship (e.g., subsidiary corporation or partnership of which applicant is general partner)
(name of entity and relationship) **A management contract will exist between the Glory Hole, the property manager, and the Juneau Housing First Project, a Limited Liability Company, established for the purpose of owning and operating the Juneau Housing First facility. For the purposes of this application and development, the Glory Hole is the applicant and recipient of the funding. This is a commonly used model in Juneau. For example, Channel View Inc is a Limited Liability Company with a board of directors, however, St. Vincent DePaul has a management contract with Channel View Inc, and is the operator/manager, as well as a crucial part of the developer on the property.**

PLEASE NOTE: Entity proposed to own the property must be co-applicant and co-borrower for any JAHF Financing.

Are there liens or other encumbrances on the property that must be cleared by allocating funds to them? If so, be sure to list the cost of clearing liens in Section 5a. Describe any other factors below: **n/a**

If yes, please describe amount due, date due, nature of obligation and cost of clearing title. **n/a**

Have you obtained	Yes/No	If No, when will these be completed?
Blueprints[4]	In progress	2/20
Zoning changes	n/a	The project is being developed in appropriate zoning area
Building permits	In progress	Applied, hearing scheduled for 2/10
Utility hookups	yes	
Environmental report	yes	
Commitments from service providers	yes	

Will the project require any displacement of current occupants? **Absolutely not. No housing for the applicants exists in Juneau. They will most likely be displaced from under bridges and other areas not designed for human habitation.**

If yes, will you compensate or relocate those who are displaced? **n/a**

Describe your proposed plan for relocation assistance: **n/a**

Please attach copies of supporting documents – evidence of zoning, deeds, permits, leases, options, sales agreements, etc. Projects requesting assistance for homeownership (rehab or acquisition) must

4 Attach copies of unit floor plans

include a current Home Inspection Report. **Please see attached Exhibit A**

7. PROJECT TIMELINE: Use anticipated or actual calendar dates. Be sure to include dates of initial closing, construction start and substantial completion.

Milestone	Anticipated completion date
Financial Commitment for funding sources	In process
Initial closing date	n/a
Location survey complete	completed
Preliminary site plan complete	completed
Design, development and pricing	In process
Site plan approval	March 2015
Construction and bid documents	March 2015
Engineering plan approval	April 2015
Final pricing	April 2015
Building permit	May 2015
Construction contract executed	May 2015
Start construction	August 2015
Substantial completion	May 2016
Final completion/Certificate of Occupancy	July 2016

8. NEED FOR JAHF FUNDING[5]: Describe the specific need for JAHF funds for the proposed housing project, e.g. why is there a funding gap?

Please describe the need for the total project and the existing housing and economic conditions for the project. Explain how the number and type of units to be provided will address the need.

a) Has the applicant consulted the Juneau Housing Needs Assessment as a resource? If so, please describe the identified community need the project proposal is targeting. **Yes. The project is targeting the most vulnerable segment of the Juneau population, while at the same time providing new units of affordable housing for single adults. Both of these fit perfectly into the CBJ priorities for affordable housing development. The 2010 CBJ Housing Needs Assessment listed the low-income/special needs housing development in the community since 2000(pg. 26) as only 6 beds of permanent supportive housing created. These units, however, do not target the highly vulnerable chronic homeless population with high utilization of emergency**

5 Attach corroborating information, such as: budget and financing information indicating gap in funding, appraisal, market study, waiting list, etc.

services or utilize Housing First principles – leaving a substantial gap in the local housing stock.

b) Has the applicant conducted its' own needs assessment of market study? If so, please describe: **In 2012, the Glory Hole together with the Juneau Coalition on Housing and Homelessness conducted the Vulnerability Index Survey. The survey clearly demonstrates the need for such housing. This project is also one of the top priorities for the Downtown Improvement Group, as it will drastically increase the quality of life in the Downtown Juneau area, contributing to the overall economic vibrancy of the City.**

c) If the answer to b) is yes, please attach a copy of the results of the needs assessment. **The Survey is attached as Exhibit E.**

d) Please describe any additional evidence available to substantiate the economic demand and need for the proposed project: **The Juneau Housing First project will meet a huge need in our community. Since the Vulnerability Index Survey, Exhibit B, was conducted, 8 out of all people interviewed died on the streets. This is a shocking number and a clear indication that this is a huge problem. Additionally, the burden on the hospital emergency room, downtown merchants, the fire and police services has been huge. This project provides a great way to address Juneau's chronic homeless problem, by saving both money and lives.**

9. SITE DESCRIPTION

Describe the area in which the project is located, including types and condition of housing nearby; availability of public transportation; location of schools, shopping and employment centers, information on crime and other information relevant to the site.

The population served by the Housing First facility will rely heavily on bus service and taxis rather than private vehicles. Thus, it will be important to define and establish efficient walking links to transit stops. Conversations are underway to develop a pedestrian link directly from the property to Glacier Highway, rather than route pedestrian traffic around Allen Court to Jenkins Drive. This route would need to cross private property.

The building itself will be efficient in layout and energy requirements, with a repetitive modular design for the housing units. Materials both inside and outside will be designed for low maintenance and operating costs. Interior finishes will be keyed to the population served, with heavy utilization of easily cleaned and damage-resistant finishes.

The driveway entrance to the building will be designed to handle drop-off traffic, such as taxis and community transportation services. The site plan will also develop some degree of independent identity at the building front for support operations, like the clinic and potential non-profit agencies, like SAIL. Such support functions are intended to support the community at large, in addition to residents of the facility. Housing units will be located exclusively on floors 2 and 3, with reasonable separation from 1 st floor occupancies. A single controlled entrance will be used for residents entering and leaving the building, with full-time housing specialists on-site. The commercial kitchen and dining area on the first floor is anticipated to be heavily used as a shared social space for residents.

In summary, the Lemon Creek location proposed, its property zoning, and existing building adjacencies appear to support the Glory Hole Board's conclusion that this will be a highly successful location for the new Housing First facility. The suitability and location of property should allow this critical need for the community of Juneau to move forward.

10. COMMUNITY INVOLVEMENT[6]

Explain how long and in what manner the applicant has served the community/population for which the project is designed. Describe any support the proposed project has received from local political officials, community groups, potential project residents and residents who live near the project site. **The Juneau Housing First project is essential for the well being of Juneau. This fact has been recognized by the City Assembly. On January 13, the Assembly passed a Resolution of unanimous support for the project. The projected is supported by the Alaska Mental Health Trust, all the members of the Juneau Delegation, Bartlett Regional Hospital, and is the top priority of the Juneau Coalition on Housing and Homelessness.**

6 Attach copies of any letters/evidence of local support for the project.

11. ORGANIZATIONAL CAPACITY[7]

a). Describe the objective, management structure and staffing of your organization. **The mission of the Glory Hole is to provide food, shelter, and compassion to those in need. Currently, the Glory Hole provides breakfast, lunch, dinner, and sack lunches, food boxes, emergency shelter beds, laundry, showers, limited case management, a labor and garden programs, housing search assistance, street outreach, and more. Consistent with the mission the Glory Hole chose to become the lead agency on the Juneau Housing First project. The Juneau Housing first facility will be affiliated with the Glory Hole. The facility will have independent staff and the staffing matrix is attached. The Glory Hole is overseen by a volunteer board of directors.**

b). Explain your organization's experience and ability to implement and manage low-income housing/manage complex capital projects. **The Glory Hole has a great deal of experience working with the chronically homeless population. In order to manage a complex capital project, the Glory Hole is developing this project as a collaboration with Tlingit and Haida Regional Housing Authority. Tlingit and Haida Regional Housing Authority has years of experience developing and operating complex housing project. Additionally, the property manager on the project will be St. Vincent DePaul Society. St. Vincent DePaul currently manages over 100 units of permanent supportive housing, including the McKinnon, Channel Terrace, and Channel View apartments. We are confident that this collaboration will ensure that the project is a sustainable success.**

c). If applicable to this application, summarize your prior experience in providing self-sufficiency services for the target population. **The majority of the residents in the housing first project will be completely disabled, will suffer co-occurring disorders, and will terrible health ailments. It is very possible that most of the residents will not be self-sufficient but will rely on the services of the housing first facility for the rest of their lives. The housing first model is based on harm reduction. The first and most important goal is to provide housing and food. If the residents are able to use housing and food as a way to improve and achieve self-sufficiency that is great but is not the goal. The goal is the provision of safe and appropriate housing. However, it is important to mention that the majority of the residents will receive their SSI/SSDI benefits as a result of case management available. The Glory Hole has a great track record of assisting our patrons with SSI/SSDI process. Many of the residents will spend more money more wisely as a result of budget planning council that will be available to them. The Glory Hole has a great record of helping people set and achieve modest financial goals. There will be a focus on health, integration, and productivity. The residents will be able to assist with facility maintenance, clean-up, as well as garden, and labor activities. The Glory Hole has a great record of providing productive engagement opportunities through the existing labor, garden, and meal programs.**

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7 Attach applicant/co-applicant financial statements, organizational documents, partnership agreements, service provider agreements.

d). If a third party will be involved in management or service provision, describe its role. **Tlingit and Haida Regional Housing Authority will serve as a developer on the project. Specifically, they will oversee the SNHG grant application and oversee the development of the building. The Project Manager will be employed by Tlingit and Haida Regional Housing Authority. St. Vincent DePaul Society will oversee rent collections and provide maintenance on the building after it is operational. The Glory Hole will provide general project oversight, once the project is built, will be the employer of all project staff, with the exception of maintenance and rent collecting staff. Please see Exhibit C for a more detailed staffing matrix.**

Please Attach Resumes and/or organizational references for the Project Development Team Members below. **Please see Exhibit D**

❑ Developer ❑ Project Sponsor ❑ Property Manager

Project Development Team Members	Name and Organization	Telephone Number and Email
Developer	THRHA	780-6868 rworl@thrha.com
Project Sponsor[8]	The Glory Hole	586-4159 info@feedjuneau.org
Property Manager	St. Vincent DePaul Society	789-5141 Stvincentdepaul.juneau@gci.net
General Contractor	To be determined	
Architect	MRV	586-1371 paul@mrvarchitects.com
Structural Engineer	To be determined	
Mechanical Engineer	To be determined	
Electrical Engineer	To be determined	
Attorney	Rebecca Hattan	Rebecca.hattan@gmail.com 465-3600
Consultant	Bill Hobson	bhobson@desc.org 206-464-1570
CPA/Tax Advisor	ERM	(907) 789-3178 sarah@ermcpa.com
Other:		

8 If Project Sponsor is other than Developer, provide three years' CPA Prepared financial statements, if available.

12. GREEN BUILDING AND SUSTAINABLE HOUSING[9]

Describe how this project addresses green building technologies and how your organization encourages sustainable development. Use criteria from Earthcraft, the National Association of Homebuilders Model Green Home Building Guidelines, U.S. Green Building Council (LEED) criteria or criteria from Green Communities Initiative of Enterprise Community Partners when submitting a response to this section.

Limit 250 words.

The project will aim to achieve 6 star energy rating in order to minimize operating costs, get maximum points from the Special Needs Housing Grant application, and to create a sustainable, energy efficient building. The project will employ maximum possible insulation, modular construction model, and will also use a ground source heat pump to meet facility's energy needs. Needless to say the project will use the latest LED technology for lighting, as well as most efficient appliances. The project will employ durable, environmentally friendly finishes, for the benefit of easy clean up and longevity. Furthermore, timers will be installed, on stoves, showers, and sinks, to ensure that only needed appliance usage occurs.

9 Attach documentation including checklists for criteria from any of the entities above.

LIST OF EXHIBITS

Exhibit A

MRV ARCHITECTS

1420 GLACIER AVENUE, JUNEAU, AK 99801 (907) 586-1371

Project: **Housing First Building**
Re: CBJ Conditional Use Application Information

To: Beth McKibben, Hal Hart
Cd: Mariya Lovishchuk, Bruce Denton, Scott Ciambor
By: Paul Voelckers
Date: January 6, 2015 MRV 1414

MRV Architects is working with the Glory Hole and other strategic partners in the development of a Housing First project. In addition to SRO or efficiency housing units, the facility will include a relocated "Front Street Clinic", support offices, commercial kitchen and dining, and Phase II non-profit agencies.

Population Served: The project will target Juneau's highly vulnerable chronic homeless population with substance abuse diagnosis. It is expected that many of these individuals will have co-occurring disorders (substance abuse and mental health disorders). The primary focus will be to ensure that this population enters into permanent housing and are provided the appropriate supports and resources to allow for the pursuit of recovery and to maintain safe and secure housing.

Description and Size: The building will be designed for phased construction, with an initial phase providing 32 individual rooms on floors two and three, with kitchen, clinic, and support spaces on the ground floor. The second phase will provide 26 rooms on floors two and three, and additional non-profit agency space, (such as JAMI, SAIL, etc.) on the first floor, and portions of the two upper floors. Phase I building area totals roughly 16,500 sq.ft., with Phase II adding 17,000 sq.ft. The total building total 33,500 sq.ft.

Site: The identified property will utilize lots 4 and 5, and fractions of Lot 3, Lemon Glacier Subdivision No. 2. The property will be offered to the Glory Hole with a 99-year lease. The total parcel measures 39,424 sq.ft., and is intended to be replated to a single parcel prior to construction.

Zoning and Set-back Requirements: The property is zoned General Commercial. From CBJ Table 49.25.400, the minimum lot size is 2,000 sq.ft. Minimum property dimensions of 20' width and 60' depth are easily met. General Commercial maximum height is 45', with 10' setbacks on front, back, and sides. All site requirements are met per the attached site plan.

The CBJ Table of Permissible Uses, 49.25.300, identifies use descriptions, categories, and their associated approval process. The closest housing category to the proposed project is 1.300, Multi-family dwellings. The Housing First project will include single room occupancies measuring 250 sq.ft. in size. This use category, in General Commercial zoning, will require a Conditional Use permit from the CBJ Planning Commission.

Density: 49.25.500: General Commercial zoning allows a maximum density of 50 units per acre. Special Density considerations listed under 49.25.510 j(2) allows SROs of less than 400 sq.ft. to count as one half unit. With the total area of 39,424 sq.ft., the maximum density derived is 91 SRO units, well over the design intent of 56 units.

Parking: Title 49.40.200 defines parking requirements, with efficiency apartments, stipulated to provide 1 stall per unit (with Downtown and Douglas lessened to 1 per 2 units).

Almost by definition, the parking needs for the served population will be very low. A parking variance will be requested from the Planning Commission to allow a lessened parking requirement based on realistic staffing and visitor load, rather than resident counts.

Per separate correspondence, a specific Variance Request has been identified which requests a reduced total parking count for the full facility of 37 parking spaces.

Vegetative Cover: As illustrated in the attached site plan, substantial green space and vegetative cover will be provided with the project totaling 20% of the combined lot. In addition to planted setbacks on the two sides and rear, the project will include a fenced interior court yard, providing a safe and attractive exterior space for facility residents.

This central green space will include a vegetable garden. The garden will provide a lovely and beautiful space, will supplement meals, and will give the residents opportunity for meaningful, therapeutic engagement.

Operational and Design Issues: The population served by the Housing First facility will rely heavily on a staff driver and van (profiled below), CBJ bus service and taxis rather than private vehicles. It will be important to define and establish efficient walking links to transit stops. Conversations are underway to develop a pedestrian link directly from the property to Glacier Highway, rather than route pedestrian traffic around Allen Court to Jenkins Drive. This route would need to cross private property, which is very close to acquisition by the SEAL trust. If this transfer is successful, the ability to create the pedestrian way is seen as very good.

The building itself will be efficient in layout and energy requirements, with a repetitive modular design for the housing units. Materials both inside and outside will be designed for low maintenance and operating costs. Interior finishes will be keyed to the population served, with heavy utilization of easily cleaned and damage-resistant finishes.

The driveway entrance to the building will be designed to handle drop-off traffic, such as taxis and community transportation services. The site plan will also develop some degree of independent identity at the building front for support operations, like the clinic and potential non-profit agencies, like SAIL. Such support functions are intended to support the community at large, in addition to residents of the facility.

Housing units will be located exclusively on floors 2 and 3, with reasonable separation from 1st floor occupancies. A single controlled entrance will be used for residents entering and leaving the building, with full-time housing specialists on-site. The commercial kitchen and dining area on the first floor is anticipated to be heavily used as a shared social space for residents.

Staffing Assumptions: The Juneau Housing First project will have 24-hour staffing. The staff will consist of a facility director who will oversee the general operations of the facility. Housing specialists will work daily shifts to ensure that the residents are safe and the operations proceed smoothly. Most of the time, two housing specialists will be on staff.

The Juneau Housing First facility will not hire mental health professionals. However, contracts with existing mental health providers in the community will be in place in order to ensure that mental health services are available on site.

The housing specialists will also be responsible for driving the residents to necessary appointments. The staffing will include a driver. The driver will assist with transportation and the running of errands. There will also be a special projects coordinator to oversee the garden activities, the labor program, and to facilitate health and wellness in the lives of the residents.

The staff will include personnel responsible for ensuring that the residents are receiving benefits which they are entitled to, specifically SSI and SSDI benefits. Another point of note is that a 24/7 phone number will be available for the community to call if there is a problem with any of the residents. The phone will always be answered by the housing first staff and all reasonable concerns will be responded to immediately.

In addition to the staff described above, residents of the facility will be provided with opportunities to work. These opportunities will involve community clean ups, garden work, janitorial work, and food related activities.

In summary, the Lemon Creek location proposed, its property zoning, and existing adjacencies appear to support the Glory Hole Board's conclusion that this will be a highly successful location for the new Housing First facility. The suitability and location of property should allow this critical need for the community of Juneau to move forward.

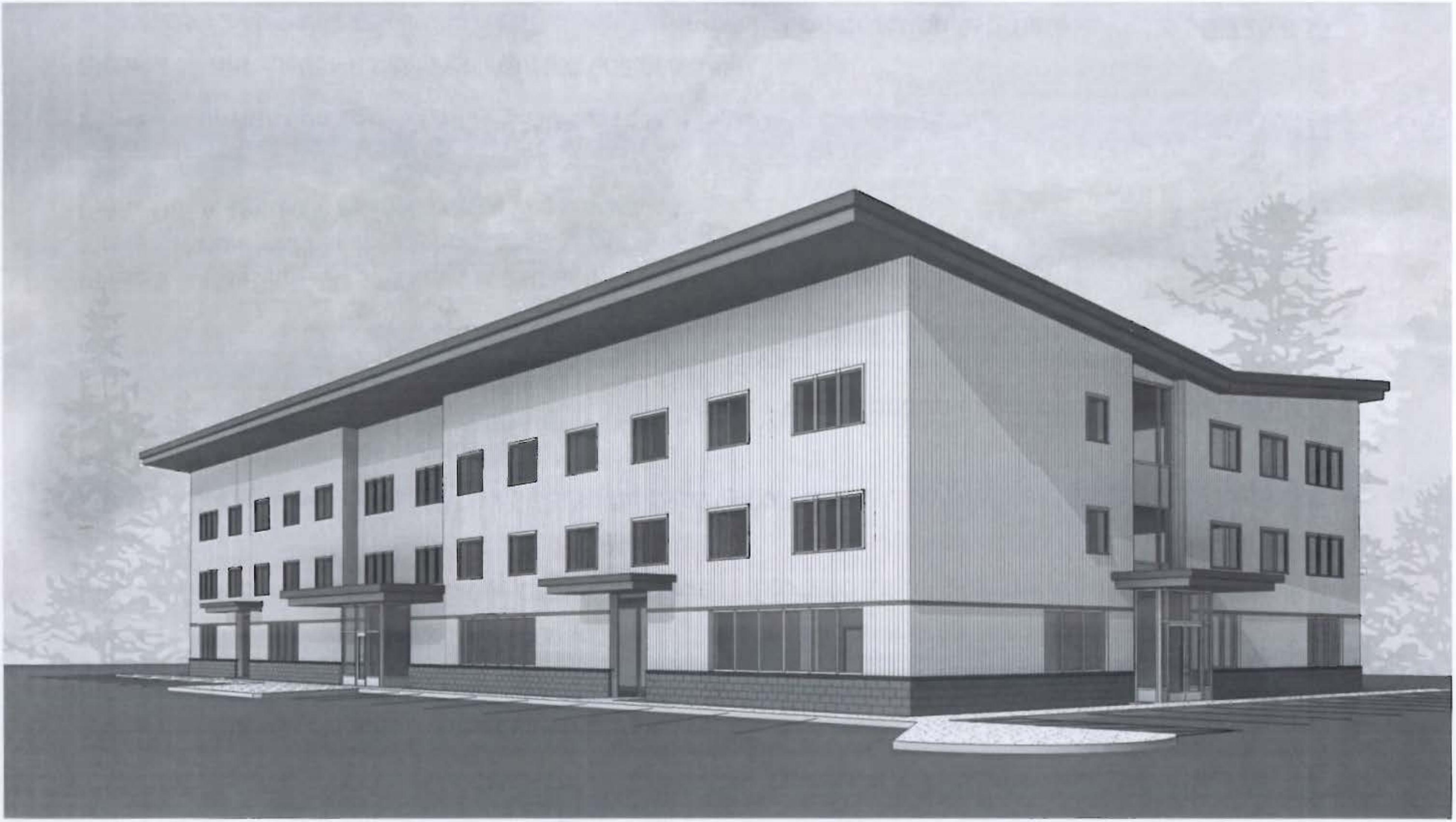
Juneau Housing First Project

1. Request letter, Glory Hole
2. List of Organizations providing letter of support
3. Exterior Rendering
4. Building Features, Size, and Construction Costs
5. Floor Plans
6. Site Plan
7. Lemon Creek Vicinity Plan
8. Capital Budget, Phase I
9. Capital budget, Phase II
10. Operating Budget Expenses
11. Operating Budget Revenue
12. Facility Staffing Projection
13. Attachments: Vulnerability Index Survey, Design Schedule, CBJ Schedule, Juneau Empire

Exhibit B

Juneau Housing First Project,
Supporting Organizations

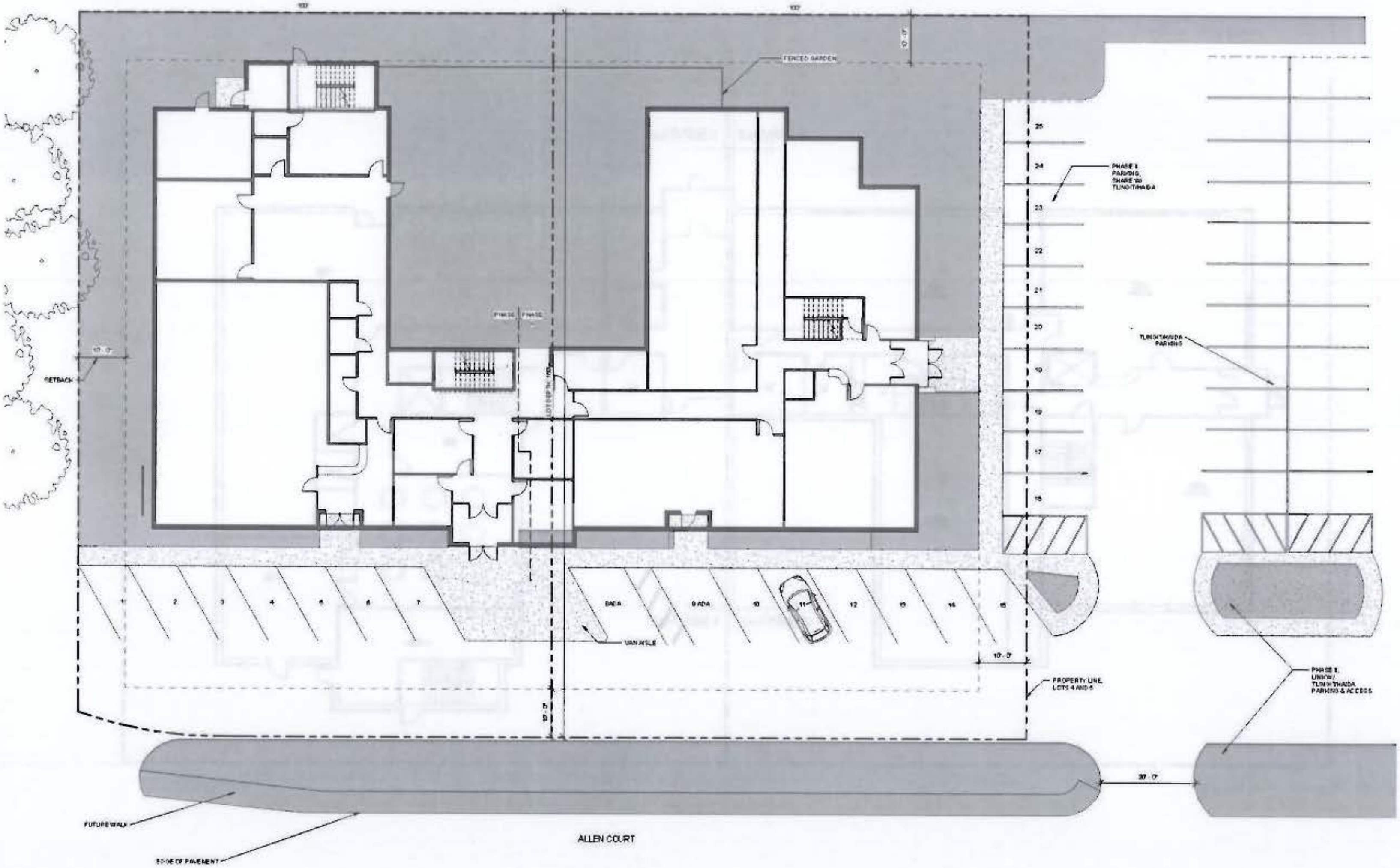
Exterior Rendering



Building Features, Size, and Cost

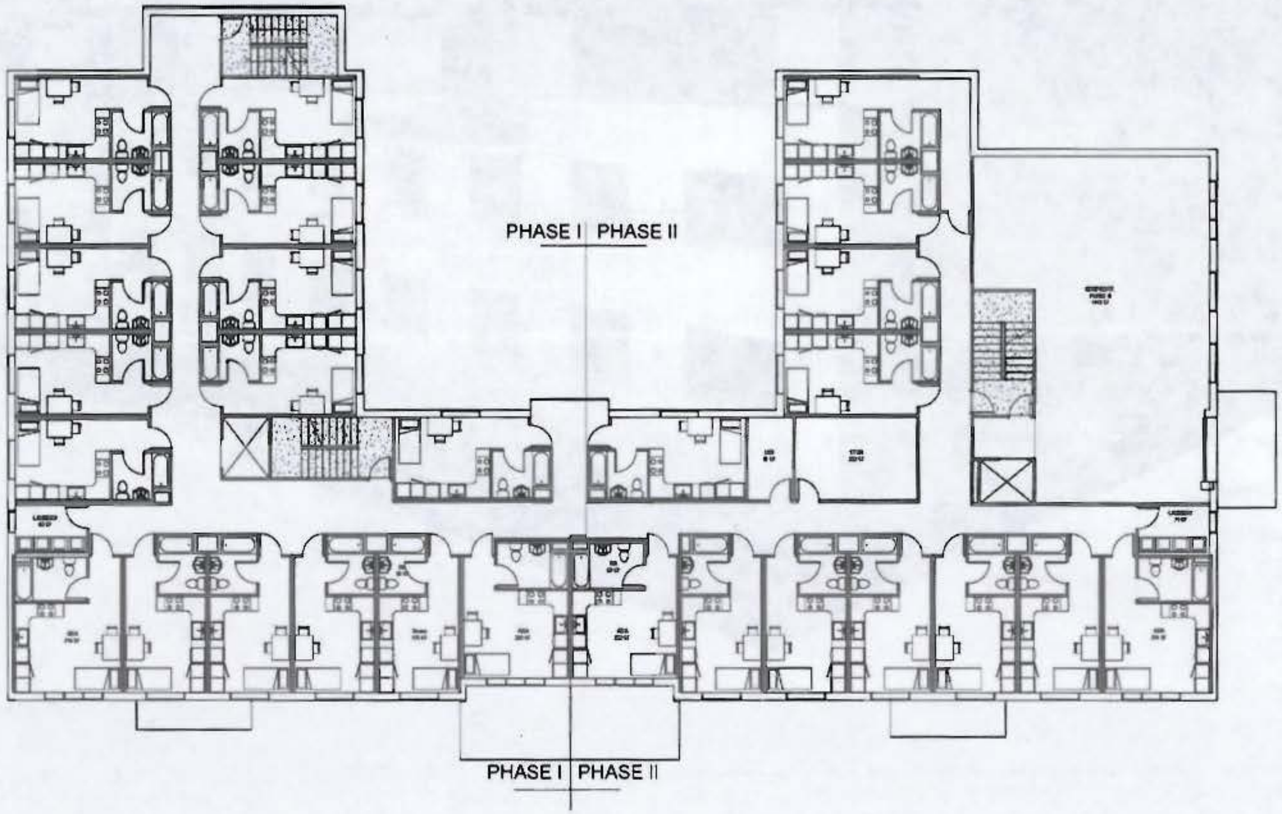
Phase I - Housing - 32 SRO units at 250 sq.ft.; 8,000 sq.ft.	
Phase I - "Front Street" Clinic; 2,100 sq.ft.	
Phase I - Dining Room and Kitchen; 1,100 sq.ft.	
Phase I - Support and Administrative Offices; 500 sq.ft.	
	16,500 sq.ft.
Phase I - Construction Cost; 16,500 x $375/sq.ft.: $6,225,000	
Phase I - Construction Contingency @ 10%: 600,000.	
Phase I Construction Estimate	**$6,825,000**
Phase II - Housing – 24 SRO units at 250 sq.ft.; 6,000 sq.ft. Phase II - Non-profit agency space; approx. 7,000 sq.ft. (SAIL, ORCA, United Way, JAMI, etc. under discussion)	17,500 sq.ft.
Phase II- Construction Cost; 17,500 x $350/sq.ft.: $6,125,000	
Phase II - Construction Contingency @ 10%: 600,000.	
Phase II Construction Estimate	**$6,725,000**

Housing First Site Plan



First Floor Plan

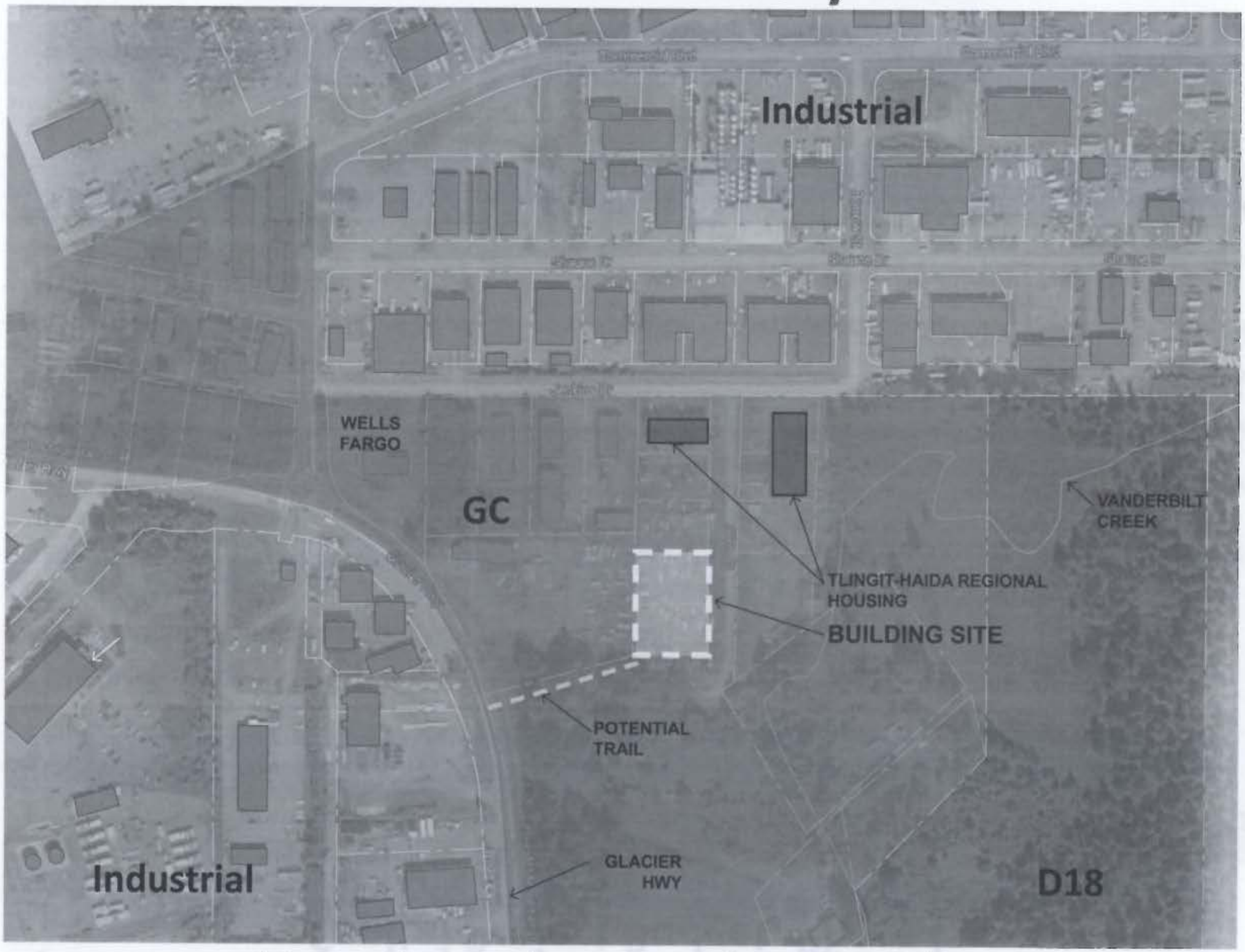
SRO Housing, Floors 2 & 3



Exterior Rendering

Housing First - Glory Hole

Lemon Creek Vicinity Plan



Housing First - Glory Hole

Capital Project Budget, Phase I

Project Component	Est. Cost	Committed Funding		Requested Funding	
Site	650,000	THRHA	650,000		
Site Development	125,000	CBJ	125,000		
Construction, Contingency	6,700,000				
		CBJ	1,500,000		
				SNHG	3,105,000
				RAS	1,750,000
				JCF	345,000
Furnishing, Equip (clinic)	500,000			CDBG	500,000
Design and Admin	475,000	AMHTA, CBJ, JCF	220,000	JCF	255,000
Outreach, Client Prep	30,000	AMHTA, TGH	30,000		
Total	**$8,480,000**		**$2,525,000**		**$5,955,000**

Abbreviations: Alaska Mental Health Trust: AMHTA; City and Borough of Juneau: CBJ; Juneau Community Foundation: JCF; The Glory Hole: TGH; Tlingit and Haida Regional Housing Authority: THRHA; Community Development Block Grant, Alaska: CDBG

Capital Project Budget, Phase II

Project Component	Est. Cost	Requested Funding
Site	0	
Site Development	125,000	CBJ 125,000
Construction, Contingency for 24 units	3,300,000	
		MURDOCH 450,000
		NAHASDA 850,000
		US HUD 850,000
		AMHTA 925,000
		JCF 225,000
Construction, Contingency for Non-Profit portions (allowance only)	3,300,000 ?	(by agencies, as determined)
Furnishing, Equip	75,000	CDBG 75,000
Design and Admin	375,000	JCF 375,000
Total	**$7,175,000**	**$7,175,000**

Abbreviations: Alaska Mental Health Trust: AMHTA; City and Borough of Juneau: CBJ; Juneau Community Foundation: JCF; The Glory Hole: TGH; Tlingit and Haida Regional Housing Authority: THRHA; Community Development Block Grant, Alaska: CDBG

Annual Operating Budget – Estimated Expenses

Staffing, payroll (including liabilities at 30%)	660,000
Heating/Electricity	32,000
Insurance	28,000
Maintenance and Repairs	18,000
Accounting, collections, audit	22,000
Water and Sewer	12,000
Garbage	7,000
Supplies and materials	11,000
Contract services (snow removal, janitorial, elevator, alarm)	18,000
Food for kitchen operation	25,000
Misc. taxes, fees, and permits	7,000
(Estimates based on St. Vincent De Paul, Glory Hole)	
	840,000

Annual Operating Budget – Estimated Revenue

AHFC Vouchers	316,000
Rental Income	72,000
Basic Homeless Assistance Program	50,000
Juneau Community Foundation (HOPE Funds)	150,000
CBJ Block Grant	50,000
CBJ Water and Sewer Assistance	12,000
Depart of Health and Social Services Community Matching Grant	50,000
Alaska Mental Health Trust	25,000
Community Fundraising and Private Foundations	90,000
Department of Health and Social Services (Supportive Housing Assistance -new program)	40,000
Social Enterprise Venture	15,000
	870,000
Note: Costs for initial three-year operational start-up will be significantly under-written by SNHG Grant	

Facility Staffing Projection

Facility Director	1 FTE
Housing Specialists	8 FTE
Driver	.5 FTE
Community Relations and Development	.5 FTE
Connections and Benefits	1.75 FTE
Special Project Coordinator	.75 FTE
12.5 Total Staff Projection	

The Time is Now!

1. Assembly Support for Funding – February 10
2. Obtain Rasmuson Commitment
3. Secure SNHG Construction Grant
4. Complete Design – June 2015
5. Contractor Selection
6. Construction – Commence July, 2015
7. Resident Move-in - June, 2016

Exhibit C

The TRUST

The Alaska Mental Health
Trust Authority

3745 Community Park Loop, Suite 200
Anchorage, Alaska 99508
Phone: 907-269-7960
Fax: 907-269-7966

MEMO

To:	Jeff Jessee, Chief Executive Officer
Date:	January 8, 2015
Re:	Juneau Housing First development
Fiscal Year:	FY15 Planning for new housing models
Amount:	$50,000.00
Grantee:	The Glory Hole, Juneau
Project Title:	Housing First planning and construction project management

Approval

Signature 1/9/15 *Date*

Assigned Program Officer: Nancy Burke

PROJECT DESCRIPTION

This request is to support planning and predevelopment activities for a Housing First project in Juneau. The Juneau Christian Ministries (The Glory Hole) has agreed to be both sponsor of the project and the operator once constructed. The request will support capacity development for the agency in terms of leadership training, oversight of the funding process, coordination with the developer and general project management of the project.

Juneau has been steadily moving forward on a plan to implement Housing First in a 30 unit co-located housing setting. On Monday December 29, 2014, the City and Borough of Juneau Assembly as a whole moved to create a resolution to support the Juneau Housing First project by making $1.5 million dollars available for the capital construction of the project. The project will serve most vulnerable of Juneau's citizen and will enable the community of Juneau to deal with the issue of chronic homelessness in an economically sensible and compassionate way. There are also the Juneau Community Foundation resources that will be in support of this project for operations of the facility. A full business plan will be developed using technical assistance resources in the community or through the Trust. The Housing First program and sponsors will agree to participate with the Trust and State DBH on a Housing First program development plan and fidelity process along the two other programs in the state.

Attached is the letter of interest provided to the Rasmuson Foundation in advance of the Alaska Housing Finance Corporation application for Special Needs Housing Grant funds and an architectural rendering of the project.

The Juneau Housing First working group consists of Tlingit and Haida Regional Housing Authority, the City and Borough of Juneau, downtown businesses, Bartlett Hospital, Juneau Alliance for Mental Health, Rainforest Recovery Center, all members of the Juneau Coalition on Housing and Homelessness, the architectural firm MRV Architects, the Juneau Community Foundation, and the Alaska Mental Health Trust Authority.

Proposed Program and Evaluation

Activities will include the following:

- Pre-Development activities for site preparation
- Project administrative and planning management
- Coordination of the Housing First workgroup
- Communication about the project to the community and workgroup members
- Reporting to the funders on progress of the capital development process, and
- Reporting to the funders on service program development in terms of meeting identified benchmarks for training, program development and tenant support

Project Budget

Personnel: $43,000
Site prep: $7,000

Funding Source	Date Approached/application date	Funding will be available	Amount
City and Borough of Juneau	12/21/2014	end of 2015	1,500,000
Alaska Mental Health Trust	10/15/2014	available now	75,000
Special Needs Housing Grant	2/2/2015	Jul-15	3,500,000
CDBG	Aug-15	2016	850,000
Juneau Community Foundation 11/		2015	500,000

Exh. 6, 7C

Exhibit D

MRV ARCHITECTS

1420 GLACIER AVENUE, JUNEAU, AK 99801 (907) 586-1371

January 11, 2015 ATTACHMENT C

Design Schedule
Housing First Building

Dear Mariya,

The following schedule is intended to establish general dates and deliverables for both design services and the construction phase.

1.	<u>Conceptual Design</u>	(completed)
2.	<u>Schematic design</u>	
	Final review package:	January 26, 2015
	-Architectural site plan, floor plans, elevations	
	-Geotechnical Engineering	
	-Structural foundation system diagrams and calcs	
3.	<u>Design Development</u>	
	-Mid-phase review package:	February 18, 2015
	-Final review package:	March 18
	-Contractor review and GMP:	April 1, 2015
4.	<u>Construction Documents</u>:	
	-Analysis, corrections:	April 8
	-Mid-phase review package:	May 6
	-95% final review package:	June 3
	-Owner and Agency reviews complete:	June 24
	-Final corrections to 100%:	July 1, 2015
5.	<u>Construction</u>:	
	-Final GMP based on 100% docs:	July 14
	-Submittals and material ordering	July 15 – August 15
	-Foundation work underway	August 3
	-Steel superstructure on site:	September 15
	-Shell/Enclosure weather-tight:	November 1, 2015
	-Substantial completion:	June 1, 2016
	-Final completion, move-in:	July 1, 2016

Exhibit D

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS - ATTACHMENT A

Housing First Facility — **MRV 1415**

MRV Architects - Schematic Design Services — **January 11, 2015**

STAFF CATEGORIES	PIC	PM	PA	AD	D	
HOURLY RATES ($/HR)	155	131	115	95	79	
Programming and concepts	4	12		24		
Conceptual Building plan, site plan	6			24	16	
Schematic design						
-site plan	2	4		12	12	
-plans, three levels, over-all building	4	16	6	24	32	
-elevations	2	8	4	24	24	
-sections	2	8		24	24	
- 3D model		4		16	32	
Coordination with owners and agencies.	4	1		8	2	
SUBTOTAL HOURS	24	53	10	156	142	0
SUBTOTAL FEES	3,720	6,943	1,150	14,820	11,218	0
SUBTOTAL MRV DESIGN FEES						37,851

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS - ATTACHMENT A

Housing First Facility	**MRV 1415**
MRV Architects - Schematic Design Services	**January 11, 2015**
CONSULTANTS (See attached detail sheets)	
Soils / Geo-Technical Engineering - R&M Engineers	14,884
Structural Engineering - BBFM Engineers	12,000
SUBTOTAL	26,884
MRV OH/P Mark-up @ 8%	2,151
SUBTOTAL ENGINEERING CONSULTANT FEES	**29,035**
REIMBURSABLE EXPENSES (billed at actual to cap)	
MRV ARCHITECTS	
Review set printing	50
SUBCONSULTANTS	
(with individual proposals)	
SUBTOTAL EXPENSES	**50**
TOTAL FEE PROPOSAL, LUMP SUM	**$66,936**

Exhibit D

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS - ATTACHMENT B

Housing First Facility | **MRV 1415**

MRV Architects - Design Services, DD & CD | **January 11, 2015**

STAFF CATEGORIES	**PIC**	**PM**	**PA**	**AD**	**D**	
HOURLY RATES ($/HR)	155	131	115	95	79	
Design Development						
-Site plan	2	4	2	12	18	
-plans, three levels, Phase I	4	8	8	32	32	
-elevations	2	8	8	24	32	
-sections	2	8	8	24	24	
-typical details	4	16	12	24	48	
-Outline Specifications, schedules	8	2		16	6	
Construction Documents						
-Site plan	2	4	2	8	12	
-plans, three levels, Phase I	2	16	8	18	32	
-exterior elevations	2	16	8	18	32	
-building sections	2	6	8	12	12	
-wall sections, stairs	2	12	8	24	32	
-exterior details	6	12	12	32	60	
-interior details, elevations	6	12	8	32	60	
-reflected ceiling plans	2	4	4	12	24	
-Outline Specifications, schedules	16	2		20	8	
Coordination with owners and agencies.	12	3		24	6	
SUBTOTAL HOURS	74	133	96	332	438	0
SUBTOTAL FEES	11,470	17,423	11,040	31,540	34,602	0
SUBTOTAL MRV DESIGN FEES						106,075

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS - ATTACHMENT B

Housing First Facility	**MRV 1415**
MRV Architects - Design Services, DD & CD	**January 11, 2015**
CONSULTANTS (See attached detail sheets)	
Surveying and Civil Engineering - R&M Engineers	26,801
Mechanical Engineering - Murray & Associates	54,890
Structural Engineering - BBFM Engineers	29,210
Electrical Engineering - Haight & Associates	46,740
SUBTOTAL	157,641
MRV OH/P Mark-up @ 8%	12,611
SUBTOTAL ENGINEERING CONSULTANT FEES	**170,252**
REIMBURSABLE EXPENSES (billed at actual to cap)	
MRV ARCHITECTS	
Review set printing	200
SUBCONSULTANTS	
(with individual proposals)	
SUBTOTAL EXPENSES	**200**
TOTAL FEE PROPOSAL, LUMP SUM	**$276,527**

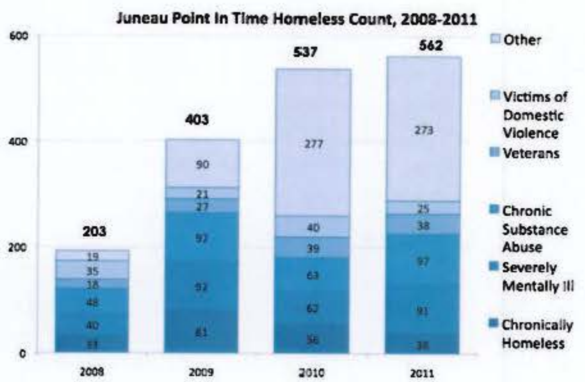
Exhibit E

Juneau's Most Vulnerable Homeless Population

Homelessness in Juneau

The Juneau Homeless Coalition – an organization of twenty-four committed social service providers, non-profit housing agencies, and state and local planners –work together to further the goal of ending homelessness in our community.

In recent years the Coalition has taken steps to learn more about the local homeless population by emphasizing activities such as the annual Point In Time (PIT) Homeless Count and Project Homeless Connect.



In 2011, the Coalition determined that there were 562 persons in the community experiencing homelessness. Despite these outreach efforts, the Coalition realized that the communities most vulnerable homeless persons were not often being connected with -- either through the provision of services or through the annual PIT survey – and thus were not accounted for or being assisted.

100,000 Homes Campaign, Registry Week, and the Vulnerability Index Survey

In February 2012, the Juneau Homeless Coalition joined the 100,000 Homes Campaign with the goal of joining the nationwide push to house the most long-term and vulnerable homeless people in the nation.

The first step was to organize a Registry Week and carry out the Juneau Vulnerability Index Survey. On March 26-29th, 35 volunteers and Coalition members canvassed Juneau in the early morning hours to make contact with homeless people where

they stayed, to deliver basic food and amenities, and to complete surveys. In total, 55 people experiencing homelessness completed Vulnerability Index surveys.

Coalition members estimate that this was approximately 80 percent of the known vulnerable homeless population. The other 20 percent of this target population may have found temporary shelter, been out of town or incarcerated, or simply not found during the time of the survey.

Assessing Vulnerability in the Homeless Population

Studies have shown that people living homeless have a **3 to 4 times greater chance of dying prematurely** than the general population. Dr. Jim O'Connell, President of the Boston Health Care for the Homeless Program devised a system of identifying those most likely to die early on the street. The assessment takes into account factors such as:

- Age
- Length of time on the streets
- Internal illnesses such as hepatitis, liver disease, heart disease, kidney disease, cancer, HIV/Aids, and tuberculosis
- Mental Illness
- Substance Abuse
- Recent ER and Hospital Patterns

The 100,000 Homes Vulnerability Index Survey assesses each respondent's likelihood of premature death on the street on a scale of 0 to 5. While all people living without homes face challenges, those scoring >1 are identified as in highest need.

The average rating of the 55 Juneau respondents is 1.4, with 40 of the 55 assessed as Vulnerable.

This means that of Juneau's more than 500 citizens living without adequate shelter, approximately 8-10% experience conditions that deem them Vulnerable.

Juneau's Most Vulnerable Homeless Population

Characteristics of Juneau's Most Vulnerable Homeless Population

Demographics

- 82% Male; 18% Female.
- Average Age: 48.
- Education: Over 50% of the respondents have either a high school diploma or GED.

Origin

- 75% of respondents were born, went to school, worked, or had family in Juneau.
- 87% report living in Juneau year-round.

Health

- 55% have or currently experience mental illness.
- 96% have in the past or currently experience substance abuse.
- 60% endure a serious health condition.
- 37% experience tri-morbidity, the combination of mental illness, substance abuse, and a third major health condition.
- 25% live with limited mobility.

Historical Trauma:

- 38% of those Vulnerable are veterans.
- 60% of those Vulnerable are Native Alaskan.
- 38% of those Vulnerable have been in foster care.

Results and Costs of Juneau's Current System of Care for the Homeless

Although Juneau's Continuum of Care – emergency shelter, affordable housing, healthcare, and other services – works for many low-income and homeless residents, it is clear that Juneau's vulnerable community is not adequately cared for by the current system.

- 62% of respondents in this survey **have been attacked violently** since becoming homeless;
- 85% of respondents are **chronically homeless** -- living without shelter for more than one year;
- **9.5 years** is the average length of time spent homelessness for Vulnerable individuals; and
- 84% of the respondents have been in jail, with **33% having been to jail 10 times or more.**

Local Resources Utilized: Housing, Healthcare, and Income

Housing:

- 20% report sleeping on the streets or in cars;
- 16% reside in shelters;
- 10% live either under bridges or in the forest;

Healthcare:

- Primary care provider: 37% list the Ethel Lund Medical Center, 31% Front Street Clinic, and 13% Bartlett Regional Hospital.
- 40% of respondents have been in the emergency room 3 times or more in the last 3 months, or to the hospital 3 or more times in the last year.

Income:

While the vulnerable population is comprised of the most impoverished Juneau residents, they are not without income.

- 36% report working off the books; and
- 16% report working on the books

The vulnerable population sees income in the form of public assistance:

- 55% receive food stamps;
- 22% receive public assistance; and
- 42% receive Social Security or Disability benefits.

WHAT ARE THE SOLUTIONS?

1. Permanent Supportive Housing – Safe, stable housing is a primary need for the most vulnerable homeless population, especially housing that is targeted toward those with substance abuse/addiction issues.

2. Adjustments/Additions to Current Treatment Efforts
Most vulnerable homeless people in Juneau are treatment resistant. An increase in treatment options, targeted case intervention, and innovation is needed to assist these individuals.

3. Emergency Shelter – The only current housing option for intoxicated individuals (BA of .1 or higher) that are homeless is Rainforest Recovery Center – a short-term, expensive option.

4. Cultural Healing – With a high rate of cultural, military, and family trauma that leads to marginalization, addiction, and homelessness -- a holistic approach to healing will be necessary to integrate the most vulnerable back into the community.

Exhibit F

Mariya Lovishchuk
(907) 957-2885
lovishchuk.mariya@gmail.com

Education

Jewish Theological Seminary Judaic Studies MA (all course work completed)
2006-2008

University of Alaska Southeast BLA anthropology/psychology emphasis
2002-2005 cum laude

Employment

Juneau Cooperative Christian Ministry d.b.a. The Glory Hole
Executive Director

-General oversight of the operations of the Glory Hole, including establishment of rules, policies and procedures, and recommending same to the board of directors when board action is required
-Hiring and discipline, including termination, of all employees of the Glory Hole, and of adjunct positions such as Americorps, VISTA, and Jesuit volunteers, MASST and Job X Volunteers, court appointed community work service volunteers, school children fulfilling community service requirements.
-Program Development and oversight of all programs
-Preparation of an annual budget for the Glory Hole, to be submitted to the board of directors for its approval, and collaboration with the treasurer on preparation of a report, also to be submitted to the board of directors prior to each regular meeting of the board, showing receipts and expenditures for the period prior to the meeting and for the fiscal year to date, and comparing same with the budgeted amounts.
-Payment of all bills received by the Glory Hole that are properly owing and of all payroll obligations as well as issuing of checks.
-Imposition of suspensions and expulsions to patrons of the Glory Hole for violations of the provisions of the patron handbook, consistent with the guidelines in that handbook, including review and approval, disapproval or modification of recommendation of the Glory Hole staff.
-Creation of a peaceful and just Glory Hole Community
-Public relations for the Glory Hole, including the publication on a regular basis of the Glory Hole newsletter and interactions with all media, the public, and government agencies.
-Advocacy for the Glory Hole and its patrons, including appearances before governmental bodies, members of the faith-based community, and private entities (e.g., chambers of commerce) and meetings with members of such bodies and entities.

-Fundraising for the Glory Hole, including composition and distribution of fundraising letters and participation in major fundraising events.
-Application for such grants as the Glory Hole may be eligible for, and tracking the availability of possible grants, grant tracking, reporting.
-Being available to meet with patrons of the Glory Hole, to the extent that her other duties allow. Conflict resolution when possible.
-Provide Social service referrals and assist with general patron needs.
-Attend all meetings of the board of directors, unless excused by the board. Coordinate an annual board retreat.
-Assurance that the Glory Hole has adequate food supplies on hand at all times, including picking up food supplies from the food bank or similar sources when necessary.
Assurance that the the Glory Hole distributes nutritious and quality meals.
-Assurance that all Glory Hole employees and adjunct workers are properly certified for their duties, particularly with regard to food preparation.
-Assurance that all facilities of the Glory Hole are in good condition and proper operating order, and arranging appropriate repairs and renovations for those that are not.
-Administration of all grants received by the Glory Hole and contracts entered into by the Glory Hole.
-Arranging and scheduling volunteer groups..
-Accounting for and depositing all funds that come into the possession of the Glory Hole.
-Maintaining good relations with the religious groups in Juneau, and appearing before those groups when requested or when necessary.

Looking Glass Services Inc. (January 2009-October 2006)
Proprietor/ Principal Investigator

-grant writing and project implementation
-budget oversight
-project management
- translation services
-research
-private investigating
(Clients include National Library of Medicine, Tom Wagner Offices, Alaska State Historical Library, National Oceanic and Atmospheric Administration, City and Borough of Juneau, Alaska Women Advocacy and Rehabilitation Agency, State of Alaska Court System)

Discovery Southeast (2011--September 2008)
Naturalist

-assisting children with exploration
-curriculum design

Sealaska Heritage Institute (January 2004-December 2006)
Cultural Research Specialist

-grant writing
-project implementation
-budget management
-grant report composition
-miscellaneous research
-Counsel of Traditional Scholars meeting coordination
-Native American Graves Protection and Repatriation Act consulting, data collecting, claim settlement process assistance
-Creation and Origin research
-Pacific salmon species research
-Tlingit clan hats, sacred objects research
-Russian America related research
-English/Spanish and French interaction in Alaska in the beginning 19th century research
-miscellaneous project assistance
-Culture/Language camp coordination

REACH Inc (Various work from 2001 through 2006, none-consecutive)

-direct service provider
-work plan creation

Southeast Alaska Wilderness Exploration and Discovery (Summer 2005 and 2007)

-Brown Bear Habitat Research
-GIS map making
-vegetation analysis

University of Alaska Southeast Sitka Campus (August 2004-January2005)
Teaching assistant for Psychology 101, Theory of Early Child Development 202, and Current Topics in Psychology 493.

-instruction
-curriculum design
-grading
-student assistance

AWARE Shelter (August 2004-January 2005)
Women's Rights Advocate

-research
-legal advocacy
-counseling
-paper work processing

Tenakee Spring Tops (December 2000-January 2002)

-Guitar and violin sound board processing

Commercial Fishing (Summers 2001-2006)

-purse-seining
-power trolling

Memberships

Alaska Coalition on Housing and Homelessness (Vice-Chair)
Front Street Community Health Center (Board President)
Juneau Homeless Coalition (Chair 2012)
Organizer/Chair of 2013 Alaska State Conference on Housing and Homelessness
Chair of the Board Front Street Community Health Center

Interests

Mountains, Expedition Kayaking, Edible Mushroom Foraging, Foraging, Cooking, Rafting, Long Wilderness Trips, Mindfulness, Human Brain, Farming, Community Building, Eating, Dogs, Helping.

References

Scott Ciambor (907) 465-5114 scott.ciambor@alaska.gov

Mary Alice Mckeen (907) 957-6170 ottokeen@gmail.com

Dan Austin (907) 321-5222 st.vincentdepaul.juneau@gci.net

Exhibit G

Glory Hole Board 2014-15

Morgan Hobson (President)
Morgon.hopson@gmail.com
Legislative Staff

John Gaguine
Email: jgaguine@aol.com
Retired Assistant Attorney General;
Community Member
907 723-5130

Laurie Sica
Email: Laurie_Sica@ci.juneau.ak.us
Municipal Clerk
Member of Holy Family Cathedral
907 586-0216

Secretary
Eileen Hosey
Email: eileegh@yahoo.com
Catholic Community Services:
member Eagle Wings Community Church

Treasurer
Sarah Griffith
CPA Elgee Rehefield Mertz Inc
Sarah@ermcpa.com

Sue Nixisland@alaska.com
Realtor
Member of Chapel by Lake Church

Rebecca Hatton (Vice President)
rebeccahattan@gmail.com
Attorney for State of Alaska Department of Education

9. Paul Beran
pberan@alaska.com

11. Marla Berg

Exhibit H

CHRISTINE E. HARRINGTON

Certified Public Accountant, LLC

329 Harbor Drive, Suite 210, P.O. Box 1328 Sitka, Alaska 99835 (907) 747-5500

To the Board of Directors of
Juneau Cooperative Christian Ministry,
d/b/a The Glory Hole
Juneau, Alaska

Independent Auditor's Report

I have audited the accompanying financial statements of the Juneau Cooperative Christian Ministry, d/b/a The Glory Hole (a nonprofit organization), which comprise the balance sheet as of December 31, 2013, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statement based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Juneau Cooperative Christian Ministry, d/b/a The Glory Hole as of December 31, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Christine E. Harrington

Sitka, Alaska
May 27, 2014

MRV ARCHITECTS

1420 GLACIER AVENUE, JUNEAU, AK 99801 (907) 586-1371

Project:	**Housing First Facility**	MRV 1415
Subject:	Revised Schematic and Over-all Fee Proposal	
To:	Mariya Lovishchuk	
Cc:	Scott Ciambor, Bruce Denton, Craig Moore, Sherri Von Wolfe	
Date:	February 4, 2015	

Dear Mariya,

As we have discussed, approximately $90,000 is potentially available to fund critical design services for the Housing First project. Attached is a revised fee proposal identifying those initial Schematic Design services, as well as the remaining Design Development and Construction Document services to complete the project to a construction-ready point.

The immediate focus is on the Schematic design package, with total fees of $89,830. This design work includes on-going architectural design, as well as geo-technical studies, structural analysis, energy modeling, and cost estimating. Each of these components is critical to define basic project parameters, with such information critical for the up-coming Special Needs Housing Grant (SNHG) application.

A separate proposal is also attached, labeled as Design Development and Construction Documents with total fees of $280,847. This identifies the remainder of design services not completed in the initial Schematic contract portions, including architectural work, and services by the full engineering team. Details of the engineer services are also attached.

Total fees proposed for Schematics and the DD / CD phase total $370,677, up from the total in our December 23 package of $347,589. This reflects increases for the design of the pile structure, extra costs for geotechnical drilling, professional cost estimating, and the addition of energy design services.

The initial $89,830 Schematic phase will specifically address the following critical items:

- On-going MRV planning and design. MRV has developed overall building configuration and appearance, with refinements and improvements underway.
- MRV Site planning, including Phase I building, Phase II building, and parking.
- Development of planning and zoning packages for CBJ Planning approval and permitting, including the conditional use and parking variance permits.
- Initial geotechnical test pits and drilling to establish real foundation requirements and costs. This is critical for both reliable cost estimating, and subsequent building details.
- Initial energy modeling, allowing optimization of exterior envelope and mechanical systems. This will be critical both for minimized operating costs, and maximum grant opportunity, given the energy focus of the application.

- Professional cost estimating. Detailed estimates will establish accurate initial construction numbers, and provide maximum credibility for grant applications.

As you know, much of this work has already been initiated at-risk by the design team, given the rapid time frame needed for grant applications, and the opportunity to commence construction this summer. It will not be possible to complete the remaining portions of Schematic design without approval of the identified Schematic contract.

Please get back to me with any additional information which may be useful. Thank you again for the opportunity to assist the Glory Hole, and the other incredibly committed parties, working to make Housing First a reality in Juneau.

Sincerely,

Paul Voelckers
MRV Architects

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS - ATTACHMENT A

Housing First Facility						**MRV 1415**
MRV Architects - Schematic Design Services						**February 4, 2015**
STAFF CATEGORIES	**PIC**	**PM**	**PA**	**AD**	**D**	
HOURLY RATES ($/HR)	155	131	115	95	79	
Programming and concepts	4	12		24		
Conceptual Building plan, site plan	5			24	16	
Schematic design						
-site plan	2	4		20	12	
-plans, three levels, over-all building	4	16		36	32	
-elevations	2	8		24	12	
-sections	2	8		24	4	
- 3D model		4		24	16	
Project narratives and system coordination		6		4		
Coordination, grant assistance, presentations		16		12		
Coordination with owners and agencies.	4	1		8	2	
SUBTOTAL HOURS	23	75	0	200	94	0
SUBTOTAL FEES	3,565	9,825	0	19,000	7,426	0
SUBTOTAL MRV DESIGN FEES						**39,816**

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS - ATTACHMENT A

Housing First Facility	**MRV 1415**
MRV Architects - Schematic Design Services	**February 4, 2015**
CONSULTANTS (See attached detail sheets)	
Soils / Geo-Technical Engineering - R&M Engineers	24,963
Photo-voltaic feasibility analysis	1,000
Energy Analysis - Alaska Energy/Jim Rehfeldt	9,000
Structural Engineering - BBFM Engineers (initial foundation and frame)	8,000
Conceptual Cost Estimate - Ken Castner	3,300
SUBTOTAL	46,263
MRV OH/P Mark-up @ 8%	3,701
SUBTOTAL ENGINEERING CONSULTANT FEES	**49,964**
REIMBURSABLE EXPENSES (billed at actual to cap)	
MRV ARCHITECTS	
Review set printing	50
SUBCONSULTANTS	
(with individual proposals)	
SUBTOTAL EXPENSES	**50**
TOTAL FEE PROPOSAL, LUMP SUM	**$89,830**

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS - ATTACHMENT B

Housing First Facility						**MRV 1415**
MRV Architects - Design Services, DD & CD						**February 4, 2015**
STAFF CATEGORIES	**PIC**	**PM**	**PA**	**AD**	**D**	
HOURLY RATES ($/HR)	155	131	115	95	79	
Design Development						
-Site plan	2		2	12	18	
-plans, three levels, Phase I	4	8	8	32	32	
-elevations	2	8	8	24	32	
-sections	2	8	8	20	24	
-typical details	4	16	12	24	48	
-Outline Specifications, schedules	8	2		12	6	
-Contractor coordination		4		8		
-Coordination with Owner and Agencies	6	1		12	2	
Construction Documents						
-Site plan	2	4	2	8	12	
-plans, three levels, Phase I	2	16	8	18	32	
-exterior elevations	2	16	8	18	32	
-building sections	2	6	8	12	12	
-wall sections, stairs	2	12	8	20	32	
-exterior details	6	12	12	24	60	
-interior details, elevations	6	12	8	28	60	
-reflected ceiling plans	2	4	4	12	24	
-Outline Specifications, schedules	8	2		20	8	
-Contractor coordination, constructibility reviews	8			16		
-Coordination with owners and agencies.	6	2		12	4	
SUBTOTAL HOURS	74	133	96	332	438	0
SUBTOTAL FEES	11,470	17,423	11,040	31,540	34,602	0
SUBTOTAL MRV DESIGN FEES						**106,075**

MRV ARCHITECTS PROFESSIONAL SERVICES ANALYSIS - ATTACHMENT B

Housing First Facility	**MRV 1415**
MRV Architects - Design Services, DD & CD	**February 4, 2015**
CONSULTANTS (See attached detail sheets)	
Surveying and Civil Engineering - R&M Engineers	26,801
Mechanical Engineering - Murray & Associates	54,890
Structural Engineering - BBFM Engineers	33,210
Electrical Engineering - Haight & Associates	46,740
SUBTOTAL	161,641
MRV OH/P Mark-up @ 8%	12,931
SUBTOTAL ENGINEERING CONSULTANT FEES	**174,572**
REIMBURSABLE EXPENSES (billed at actual to cap)	
MRV ARCHITECTS	
Review set printing	200
SUBCONSULTANTS	
(with individual proposals)	
SUBTOTAL EXPENSES	**200**
TOTAL FEE PROPOSAL, LUMP SUM	**$280,847**

ENGINEER BACK-UP,
REVISED R&M, 2-04-2015

R&M ENGINEERING, INC.
ENGINEERS
GEOLOGISTS
SURVEYORS
PHONE: 907-780-6060 «» FAX: 907-780-4611
EMAIL: rmengineering@rmjuneau.com

REVISED January 29, 2015
December 12, 2014

Mr. Paul Voelckers, AIA
MRV Architects Inc.
1420 Glacier Avenue #101
Juneau, AK 99801

Re: Juneau Housing First – Phase I
Survey, Geotech, Civil Design DD and Construction Documents,
Fee Proposal

Dear Paul,

Per your request R&M Engineering Inc. (R&M) is pleased to present you a fee proposal for civil engineering services for the Juneau Housing First facility to be located on Lots 4 and 5 of Lemon Glacier Subdivision No. 2 in Lemon Creek. The fee proposal is based on your December 5, 2014 email to R&M in which you included the concept site plan sketch dated December 5, 2014. The project consists of a two phase project with 32 housing units in the first phase and another 22 housing units in the second phase. After the initial test pit exploration findings of deep organic peat layers a request to drill test holes to a 75' depth was made and is included in this fee proposal. The request is for detailed civil engineering design services for the first phase only at this time. The following is our anticipated scope of work and associated fee's.

SCOPE OF WORK

Site Topographic Survey: R&M has previously performed a topographic survey on Lots 2, 3, 4 and 5 of Lemon Glacier No. 2 subdivision. During that survey there were unresolved underground utility locates with respect to the public water and sewer services to the lots. A underground locate request will be made to identify if public water or sanitary sewer services exist to these lots. It is recommended that further field investigation and research during this project be performed to verify underground utilities. Updating the previously prepared topographic map will be performed so that the base mapping is complete as possible.

Geotechnical Investigation: R&M observed 5 (five) excavated test pits performed on the site on December 29, 2014. Deep lenses of organic peat soils were observed. Consulting with the structural engineer more soils information is needed to determine driven pile foundation depths. The original fee proposal anticipated that 2 (two) 30' deep drill test holes would be drilled. This proposal includes fee's for drilling 2 (two) 75' deep drill test holes within the housing building footprint using our CME-55 drill. CME-55 truck mounted rotary drill boreholes will be advanced by hollow stem auger drilling and split spoon sampling at 2.5', 5' and then 5' intervals. Each drill test hole will be logged, including recording the static water table depth, blow-counts recorded, field samples collected and photographs taken for each hole investigated. Changes in soil conditions and groundwater, if present, will be noted. Soil samples obtained from the split spoon sampler will be identified and sealed in sample bags to be transported to the R&M lab for analysis. Drill test holes will be backfilled with native soils. Each test hole will be swing-tied in the field. Analysis will include moisture content, gradation analysis and soils classification on six (6) selected samples. Logs of the drill test holes will be drafted and included with a letter report presenting our findings, conclusions and recommendations for the proposed Housing First building and parking lot development.

Schematic Design: The letter of request for services indicated very little involvement from the subconsultants for this phase of the project. R&M will budget for a few hours of time in this phase but there will be no schematic design deliverables prepared in this phase by R&M. One design team meeting is budgeted for.

Design Development (65%): R&M will prepare 65% level design plans and technical specifications for the proposed Housing First Phase I project based on the approved MRV schematic plans. Drawings will include preliminary details for the parking lot and drop-off area, site grading and drainage, storm drainage, sanitary sewer, water system, site demolition plans, construction details, parking lot striping and signing and erosion and sediment control plans. We have assumed 3 design team meetings for coordination. Deliverables will be the 65% civil plans and technical specifications in electronic Adobe pdf format to MRV. Cost estimate review of civil related work will be done.

Construction Documents: Prepare 100% civil bid ready construction plans and specifications for the Housing First Phase I project. Make corrections to the 65% level plans and specifications based on review comments received. Assume 2 design team meetings. Deliverables will be final sealed civil construction plans and specifications for bid ready documents incorporating all plan review comments in electronic Adobe pdf format (11x17 and 22x34). Technical specifications will be submitted in electronic file format (Microsoft Word or Excel as applicable). AutoCAD 2012 drawing files shall also be provided electronically. Cost estimate review of civil related work will be done.

ESTIMATE OF FEES

WORK TASK DESCRIPTION	LUMP SUM FEE
Update Topographic Survey for Underground Utilities	$2,306
Geotechnical Investigation	$24,963
Schematic Design	$985
Design Development (65%)	$13,995
Construction Documents (100%)	$9,515
ESTIMATED LUMP SUM FEE TOTAL	**$51,764**

Fee Estimate Assumptions:

1. Sanitary sewer, water and storm sewer connections to existing adjacent CBJ utilities.
2. Agency permitting excluded from this fee proposal.
3. No LEED services.
4. Bid services, conformed drawings, construction services and cost estimating excluded from fee.
5.

Project schedule has been established that Phase I construction documents would be completed in July 2015. We do not anticipate any issues in meeting this schedule. You have asked that we perform the test pit exploration as soon as possible after a notice to proceed while the weather remains above freezing temperatures. We will coordinate with you to make this happen.

Should you have questions concerning this fee proposal please do not hesitate to contact us.

Sincerely,
R&M Engineering, Inc.

J Mark Pusich

J. Mark Pusich, P.E.
Civil Engineer

Attachments – Fee Spread Sheets

I:\PROPOSALS\2014 Proposals\MRV Housing First\Fee Proposal\012915, MRV Housing First SD, DD, CD Bid Fee Proposal.doc

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING		PROJECT TITLE: HOUSING FIRST - PHASE I	
TASK NO: 1	TASK DESCRIPTION: TOPOGRAPHIC SURVEY UPDATE FOR SITE UTILITIES		DATE: 1/29/2015
GROUP:	METHOD OF PAYMENT: FP ☐ FPPE ☐ T&E ☐ CPFF ☐		PREPARED BY: JMP

SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
			Project Manager	Civil Engineer	AutoCAD Draftsman	Engineering Tech.	Survey Team	Land Surveyor				
			JMP	KAP	JAG	GH		GM				
1	Field Survey						4	2				
2	Office Reduction				4							
3	R&M QC/QA		1									
4	Utility Research				4							
TOTAL LABOR HOURS		0	1	0	8	0	4	2	0	0	0	0
* LABOR RATES ($/HR)		$0.00	$155.00	$130.00	$100.00	$95.00	$190.00	$140.00				
LABOR COSTS ($)		$0.00	$155.00	$0.00	$800.00	$0.00	$760.00	$280.00	$0.00	$0.00	$0.00	$0.00

EXPENSES

SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE
	Large Size Xerox(11x17)	10	$0.60	$6.00
	Xerox(8-1/2x11)	20	$0.25	$5.00
	Underground Utility Locates	1	$300.00	$300.00
				$0.00
				$0.00
		TOTAL EXPENSES:		$311

COMMENTS:

R&M to call for underground locates and confirm the existing water/sewer servcies to the lots. Will requrie updating existing topo mapping. Estimate assumes that the work will be done in Spring 2015.

FIRM'S TOTAL COST OF LABOR (or Fixed Price):		$1,995
IF CPFF, TOTAL INDIRECT COST @	0.00%	$0
FIRM'S TOTAL EXPENSES		$311
FIRM'S TOTAL COST (no Subcontracts or Fee)		$2,306
TOTAL SUBCONTRACTOR PRICES:		$0

SUB-CONTRACTORS: Firm Initials and Price Per Task

FIRM:							
AMOUNT:							

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

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ALL REVISED
FOR DRILLING TO 75!

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING		PROJECT TITLE: HOUSING FIRST - PHASE I			
TASK NO: 2	TASK DESCRIPTION: GEOTECHNICAL INVESTIGATION			DATE:	1/29/2015
GROUP:	METHOD OF PAYMENT: FP ☐ FPPE ☐ T&E ☐ CPFF ☐		PREPARED BY: JMP		

SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION	Project Manager	Civil Engineer	AutoCAD Draftsman	Engineering Tech.	Engineer Geologist	Driller	Drill Helper			
			JMP	KAP								
1	Coordination w/MRV		2									
2	Mob/Demob of equip							2	2			
3	CME-45 Drilling Crew						8	56	56			
4	Hole to Hole Transfer							2	2			
5	Haul Water for Drilling							2	2			
6	Geotech Report/Logs				8		24					
7	Geotech Report Review		4									
8	Meeting with Team		2									
9												
TOTAL LABOR HOURS		0	8	0	8	0	32	62	62	0	0	0
* LABOR RATES ($/HR)		$0.00	$155.00	$130.00	$100.00	$95.00	$140.00	$125.00	$90.00			
LABOR COSTS ($)		$0.00	$1,240.00	$0.00	$800.00	$0.00	$4,480.00	$7,750.00	$5,580.00	$0.00	$0.00	$0.00

EXPENSES

SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE
	Large Size Xerox(11x17)	50	$0.60	$30.00
	Xerox(8-1/2x11)	50	$0.25	$12.50
	Misc. Costs-Fuel, Drill bits etc.	1	$750.00	$750.00
	Lab Tests (Gradation, Classify, Moisture)	6	$250.00	$1,500.00
	CME Drill Hourly Rate	56	$150.00	$8,400.00
				$0.00
		TOTAL EXPENSES:		$10,693

COMMENTS:
R&M to perform site geotech investigation and provide recommendations on foundation scheme. Drill 2 test holes with CME-55 drill truck to 75' Run gradations on 6 selected samples, prepare letter of Report to be prepared with findings and recommendations.

FIRM'S TOTAL COST OF LABOR (or Fixed Price):		$14,270
IF CPFF, TOTAL INDIRECT COST @	0.00%	$0
FIRM'S TOTAL EXPENSES		~~$10,693~~
FIRM'S TOTAL COST (no Subcontracts or Fee)		$24,963
TOTAL SUBCONTRACTOR PRICES:		$0

SUB-CONTRACTORS: Firm Initials and Price Per Task

FIRM:							
AMOUNT:							

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

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INCLUDED IN
SCHEMATIC PACKAGE,
02-04-2015.

COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING	PROJECT TITLE: HOUSING FIRST - PHASE I	
TASK NO: 3	TASK DESCRIPTION: SCHEMATIC DESIGN (35%)	DATE: 1/29/2015
GROUP:	METHOD OF PAYMENT: FP FPPE T&E CPFF	PREPARED BY: JMP

SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
			Project Manager	Civil Engineer	AutoCAD Draftsman	Engineering Tech.						
1	Coordinate with MRV		4									
2	Design Team Meetings		2									
3												
4												
5												
6												
TOTAL LABOR HOURS		0	6	0	0	0		0	0	0	0	0
* LABOR RATES ($/HR)		$0.00	$155.00	$130.00	$100.00	$95.00						
LABOR COSTS ($)		$0.00	$930.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00

EXPENSES

SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE
	Large Size Xerox (11x17)	50	$0.60	$30.00
	Xerox (8-1/2x11)	100	$0.25	$25.00
			TOTAL EXPENSES:	$55

COMMENTS:
No schematic design prepared by R&M in this phase. Only coordination with MRV and 1 design team meeting.

FIRM'S TOTAL COST OF LABOR (or Fixed Price):		$930
IF CPFF, TOTAL INDIRECT COST @	0.00%	$0
FIRM'S TOTAL EXPENSES		$55
FIRM'S TOTAL COST (no Subcontracts or Fee)		$985
TOTAL SUBCONTRACTOR PRICES:		$0

SUB-CONTRACTORS: Firm Initials and Price Per Task

FIRM:							
AMOUNT:							

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

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COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING		PROJECT TITLE: HOUSING FIRST - PHASE I	
TASK NO: 4	TASK DESCRIPTION: DESIGN DEVELOPMENT		DATE: 1/29/2015
GROUP:	METHOD OF PAYMENT: FP ☐ FPPF ☐ T&E ☐ CPFF ☐		PREPARED BY: JMP

SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION	Project Manager	Civil Engineer	AutoCAD Draftsman	Engineering Tech.						
1	Notes/Symbols/Sheet Index			2	2							
2	Survey Control Map			2	2							
3	Demolition Plan			2	2							
4	Erosion & Sediment Plan			4	4							
5	Site Cross Sections			4	4							
6	Site Grading Plan			6	6							
7	Site Drainage Plan			6	6							
8	Sanitary Sewer Design			4	4							
9	Water System Design			4	4							
10	Construction Details			4	2							
11	Parking Lot/ Drop Off			2	2							
12	Signing and Striping Plan			3	3							
13	Technical Specs		2	6		4						
14	Design Team Meetings		6									
15	Cost Estimate Review		2									
16	Coord w/Consultants			4								
17	R&M QA/QC		4									
18												
19												
20												
TOTAL LABOR HOURS		0	14	53	41	4		0	0	0	0	0
* LABOR RATES ($/HR)		$0.00	$155.00	$130.00	$100.00	$95.00						
LABOR COSTS ($)		$0.00	$2,170.00	$6,890.00	$4,100.00	$380.00		$0.00	$0.00	$0.00	$0.00	$0.00

EXPENSES

SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE
	Large Size Xerox (11x17)	50	$0.60	$30.00
	Xerox (8-1/2x11)	100	$0.25	$25.00
	PDF Creation	1	$400.00	$400.00
		TOTAL EXPENSES:		$455

COMMENTS:
Develop design development documents from the approved schematic design. Plan views at 1" =10'. Assumes 3 design team meetings in this period. Submittals to be 11x17 pdfs. Draft civil specifications and outline of civil specs.

FIRM'S TOTAL COST OF LABOR (or Fixed Price):		$13,540
IF CPFF, TOTAL INDIRECT COST @	0.00%	$0
FIRM'S TOTAL EXPENSES		$455
FIRM'S TOTAL COST (no Subcontracts or Fee)		$13,995
TOTAL SUBCONTRACTOR PRICES:		$0

SUB-CONTRACTORS: Firm Initials and Price Per Task

FIRM:							
AMOUNT:							

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

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COST ESTIMATE PER TASK

FIRM: R&M ENGINEERING					PROJECT TITLE: HOUSING FIRST - PHASE I							
TASK NO: 5	TASK DESCRIPTION: CONSTRUCTION DOCUMENTS										DATE:	1/29/2015
GROUP:	METHOD OF PAYMENT: FP ☐ FPPE ☐ T&E ☐ CPFF ☐						PREPARED BY: JMP					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
			Project Manager	Civil Engineer	AutoCAD Draftsman	Engineering Tech.						
1	Notes/Symbols/Sheet Index			1	1							
2	Survey Control Map			1	1							
3	Demolition Plan			1	1							
4	Erosion & Sediment Plan			2	2							
5	Site Cross Sections			4	4							
6	Site Grading Plan			4	4							
7	Site Drainage Plan			4	4							
8	Sanitary Sewer Design			2	2							
9	Water System Design			2	2							
10	Construction Details			2	2							
11	Parking Lot/ Drop Off			2	2							
12	Signing and Striping Plan			1	1							
13	Technical Specs		2	2		2						
14	Design Team Meetings		4									
15	Cost Estimate Review		2									
16	Coord w/Consultants			4								
17	R&M QA/QC		4									
18												
19												
20												
TOTAL LABOR HOURS		0	12	32	26	2		0	0	0	0	0
* LABOR RATES ($/HR)		$0.00	$155.00	$130.00	$100.00	$95.00						
LABOR COSTS ($)		$0.00	$1,860.00	$4,160.00	$2,600.00	$190.00		$0.00	$0.00	$0.00	$0.00	$0.00

EXPENSES

SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE
	Large Size Xerox (11x17)	50	$0.60	$30.00
	Xerox (8-1/2x11)	100	$0.25	$25.00
	PDF Creaton	1	$650.00	$650.00
		TOTAL EXPENSES:		$705

COMMENTS:
Prepare 100% construction documents from the DD review comments. Assumes 2 design team meetings. Submittals to be 11x17 and 22x34 pdf for final. Final tech specs in Word format.

FIRM'S TOTAL COST OF LABOR (or Fixed Price):		$8,810
IF CPFF, TOTAL INDIRECT COST @	0.00%	$0
FIRM'S TOTAL EXPENSES		$705
FIRM'S TOTAL COST (no Subcontracts or Fee)		$9,515
TOTAL SUBCONTRACTOR PRICES:		$0

SUB-CONTRACTORS: Firm Initials and Price Per Task

FIRM:							
AMOUNT:							

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

1/29/2015 3:59 PM

Housing First, Juneau
CLIENT: MRV
PREPARED BY: DLB
DATE: 7 January 2015 Revised

REVISED 1-7-15 TO ADD PILING DESIGN.

BBFM Engineers, Inc.
Structural Fee Proposal

$8,000 USED IN SCHEMATIC FOR FOUNDATION SIZING. 02-04-2015

COMMENTS:
- Two phase project with 2 levels of housing units over office/clinic/kitchen space
- Phase 1 is 16,700 sf
- Wood frame construction
- Roof framing and 3rd floor framing wood I joists on bearing walls
- 2nd floor framing beams and columns to support bearing walls above
- There will be a common load bearing shear wall between Phase 1 and Phase 2 that will be designed for the loads from both phases
- First floor will be wood frame
- Foundations will be driven piling due to peat layer encountered below surface gravel fill during initial geotech investigation

- BBFM for Schematic Design will develop framing plans and work with MRV to determine location of columns and load bearing walls, and shear walls

- Special Inspection by others
- Seismic design of mechanical and electrical equipment support not included in this proposal, but can be included as added scope with added fee.

TASKS Design	Senior Principal	Principal	Associate	Sr Project Engineer	Project Engineer	Structural Designer	CAD Tech 2	CAD Tech 1	Office Manager	Clerical
Roof Framing	4	0	0	16	0	0	0	0	0	0
Floor Framing	8	0	0	40	0	0	0	0	0	0
Columns/Walls	2	0	0	4	0	0	0	0	0	0
Foundations	2	0	0	28	0	0	0	0	0	0
Misc Struct	0	0	0	0	0	0	0	0	0	0
Lateral Loads	8	0	0	34	0	0	0	0	0	0
A/M/E Minor Support	0	0	0	0	0	0	0	0	0	0
S1 Gen Notes & Abbrev	0	0	0	0	0	0	4	0	0	0
S2 Foundation Plan	0	0	0	0	0	0	12	0	0	0
S3 1st Floor Frgm Plan	0	0	0	0	0	0	12	0	0	0
S4 2nd Floor Frmg Plan	0	0	0	0	0	0	12	0	0	0
S5 3rd Floor Frmg Plan	0	0	0	0	0	0	12	0	0	0
S6 Roof Framing Plan	0	0	0	0	0	0	12	0	0	0
S7 Foundation Details	0	0	0	0	0	0	12	0	0	0
S8/9Framing Details	0	0	0	0	0	0	24	0	0	0
Design Meetings	12	0	0	12	0	0	0	0	0	0
Specifications	0	0	0	8	0	0	0	0	0	0
Quality Control	0	4	0	0	0	0	0	0	0	0
Permit/Govt Review	2	0	0	4	0	0	0	0	0	0
TOTAL HOURS	38	4	0	146	0	0	100	0	0	0
RATE	$225.00	$180.00	$160.00	$140.00	$120.00	$100.00	$115.00	$95.00	$135.00	$60.00
HOURS * RATE	$8,550	$720	$0	$20,440	$0	$0	$11,500	$0	$0	$0
TOTAL LABOR		$41,210								
EXPENSES										
Insurance	$0									
Travel	$0									
Food	$0									
Lodging	$0									
Auto	$0									
Parking	$0									
Reproduction	$0									
Delivery	$0									
TOTAL EXPENSES		$0								
TOTAL FEE		$41,210								

Murray & Associates, P. C.
P.O. Box 21081
Juneau, Alaska 99802

Client:	MRV Architects; Attn: Paul Voelckers
Project Name:	Housing First Facility
Date:	12/22/14
MAPC Project Number:	40-

MECHANICAL ENGINEERING DESIGN		
Schematic Design	$3,650	
Design Development	$23,440	
Construction Documents	$27,800	
DESIGN TOTAL - Lump Sum		$ 54,890

Fee Schedule ($/HR)	150	130	100	85	
TASK DESCRIPTION Mechanical Engineering	PRIN ENGR (HRS.)	PROJ ENGR (HRS.)	DES ENGR (HRS.)	DFTR (HRS.)	SUB TOTAL ($)
SCHEMATIC DESIGN					
Calculations/Research/ Equip Selection	1.0	3.0	0.0	0.0	$ 540
Meetings (2 total)	2.0	2.0			$ 560
Mechanical Sheets (0) showing basic tasks					$ -
Narrative detailing basic task scope	2.5	12.0	0.0		$ 1,935
Energy Analysis/LCC Coordination		0.0			$ -
LEED Coordination	0.0	0.0			$ -
Review Preliminary Cost Estimate	0.5	1.0			$ 205
SD Submittal, Coordination	1.0	2.0		0.0	$ 410
SCHEMATIC DESIGN TOTAL	7.0	20.0	0.0	0.0	$ 3,650
DESIGN DEVELOPMENT DOCUMENTS					
Coordination Meeting/Plan Development	1.0	2.0		2.0	$ 580
Calculations/Research/ Equip Selection		8.0	16.0		$ 2,640
Design Systems					
Ventilation/Exhaust HRV's	1.0	10.0	14.0	12.0	$ 3,870
Heating System; Electric Boiler/Radiant Floors	1.0	6.0	12.0	6.0	$ 2,640
Commercial Kitchen	1.0	10.0	14.0	8.0	$ 3,530
Plumbing, Specialty Plumbing for small Med/Dental	2.0	20.0	22.0	18.0	$ 6,630
Fire Protection		1.0	1.0	0.0	$ 230
Controls	0.5	1.5	1.0	0.0	$ 370
Revise Narrative	1.0	3.0	0.0	0.0	$ 540
Coordination with Consultants	1.0	2.0	1.0	0.0	$ 510
LEEDS Coordination		0.0	0.0		$ -
Meetings (3); Clients, Consultants	2.0	5.0	0.0		$ 950
65% Submittal to Owner	1.5	1.0	1.0	1.0	$ 540
Cost Estimate Review	1.0	2.0		0.0	$ 410
DESIGN DEVELOPMENT DOCUMENTS DD TOTAL:	13.0	71.5	82.0	47.0	$ 23,440

Murray & Associates, P. C.
P.O. Box 21081
Juneau, Alaska 99802

Client:	**MRV Architects; Attn: Paul Voelckers**
Project Name:	**Housing First Facility**
Date:	**12/22/14**
Project Number:	**40-**

Fee Schedule ($/HR)	**150**	**130**	**100**	**85**	
TASK DESCRIPTION **Mechanical Engineering**	**PRIN ENGR (HRS.)**	**PROJ ENGR (HRS.)**	**DES ENGR (HRS.)**	**DFTR (HRS.)**	**SUB TOTAL ($)**
CONSTRUCTION DOCUMENTS					
Coordination Meeting/Plan Development	2.0	2.0		2.0	$ 730
Calculations/Research/ Equip Selection		2.0	6.0		$ 860
Design Systems					
Ventilation/Exhaust HRV's	1.0	8.0	12.0	8.0	$ 3,070
Heating System; Electric Boiler/Radiant Floors	1.0	6.0	14.0	18.0	$ 3,860
Commercial Kitchen	1.0	10.0	14.0	10.0	$ 3,700
Plumbing, Specialty Plumbing for small Med/Dental	2.0	16.0	24.0	28.0	$ 7,160
Fire Protection		2.0	1.0	1.0	$ 445
Controls	1.0	4.0	2.0	0.0	$ 870
Specifications	1.0	9.0	2.0	0.0	$ 1,520
Coordination with Consultants	2.0	3.0	2.0	2.0	$ 1,060
LEEDS Coordination		0.0	0.0		$ -
Meetings (4); Clients, Consultants	2.0	8.0	4.0		$ 1,740
95% Submittal to Owner	1.0	2.0	1.0	2.0	$ 680
Internal Review	3.5	2.0		2.0	$ 955
Construction Cost Estimate Review	1.0	2.0			$ 410
Final Production	1.5	2.0		3.0	$ 740
CONSTRUCTION DOCUMENTS CD TOTAL:	20.0	78.0	82.0	76.0	**$ 27,800**

Mechanical Fee proposal is based on MRV memo dated Dec 5, 2014. Fee includes Phase I & II for Schematic Design and Phase I DD and CD documents. Phase II completed design fees (DD & CD) are not included.

HAIGHT & ASSOCIATES
CONSULTING ELECTRICAL ENGINEERS

526 Main Street
Juneau, Alaska
99801

Telephone
(907) 586-9788
Fax
(907) 586-5774

FEE ESTIMATE

PROJECT NAME: Housing First Collaborative

CLIENT: MRV
PROJECT NO.: 125-129
DATE: 12 December 2014

STAFF	SCHEMATIC DESIGN: (HOURS)	DESIGN DEVELOPMENT: (HOURS)	CONTRACT DOCUMENTS: (HOURS)	TOTAL (HOURS)	RATE ($/HR)	TOTAL ($)
Principal Engineer	5	8	14	27	175	4,725
Senior Engineer	0	0	0	0	170	0
Staff Engineer	4	119	108	231	130	30,030
CAD/Designer	0	0	0	0	95	0
CAD/Technician	0	50	89	139	85	11,815
Clerical	0	0	0	0	65	0
Administrative	1	0	1	2	85	170
TOTAL (Time)	10	177	212	399		
TOTALS ($)	$1,480	$21,120	$24,140			$46,740
Total (Sales Tax - CBJ @ 5%)	$0	$0	$0			$0
TOTAL (Reimbursable Expenses)	$0	$0	$0			$0
PROJECT TOTAL	**$1,480**	**$21,120**	**$24,140**			**$46,740**
INVOICE PARAMETER:	LS	LS	LS			

LS = Lump Sum or Fixed Fee
T&E = Time & Expense

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Continued Discussion on Ordinance 2015-02; An Ordinance Amending the Official Zoning Map of the City and Borough to Change the Remote Subdivisions Area Map for Hidden Valley Tract B, Located in the Upper Lemon Creek Valley, from “Not Remote” to Remote.

RECOMMENDATION:

ATTACHMENTS:

	Description	Upload Date	Type
☐	Ordinance 2015-02	1/6/2015	Ordinance
☐	Exhibit A Map	1/6/2015	Exhibit
☐	Notice of Decision	1/6/2015	Notice of Decision
☐	CDD / LAW memo re Ordinance 2015-02	1/30/2015	Cover Memo
☐	Applicant's Narrative about Waverly-Keeling_Subdivision	1/30/2015	Exhibit
☐	Applicant Representative - Public Testimony	2/2/2015	Report
☐	Memo from Greg Chaney from previous Lands Committee meeting	2/4/2015	Exhibit

Presented by: The Manager
Introduced:
Drafted by: A. G. Mead

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2015-02

An Ordinance Amending the Official Zoning Map of the City and Borough to Change the Remote Subdivisions Area Map for Hidden Valley Tract B, Located in the Upper Lemon Creek Valley, from "Not Remote" to Remote.

WHEREAS, the City and Borough Comprehensive Plan supports the facilitation of recreational uses; and

WHEREAS, the City and Borough Comprehensive Plan supports use of remote areas for recreational cabins; and

WHEREAS, the lots in question are currently designated as Not Remote on the Remote Subdivisions Areas map of the City and Borough's official zoning atlas; and

WHEREAS, the applicant wishes to make a map amendment to designate the subject parcel as Remote; and

WHEREAS, the map amendment application meets the following characteristics of a Remote Subdivisions Area, CBJ 49.70.1120, in that the subject parcel should not be:

(a) In the general proximity of a capital improvement listed in the current capital improvements program;

(b) Subject to a new growth area master plan, or other private plan adopted by the City and Borough;

(c) Connected to the road system; or

(d) Served by a right-of-way, sewer system, water system, fire protection service, or police protection service, operated or maintained by an agency of government.

NOW, THEREFORE, BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Code.

Section 2. Amendment to the Official Zoning Map. The official zoning map of the City and Borough, adopted pursuant to CBJ 49.25.110, is amended to change the designation of Hidden Valley Tract B from "Not Remote" to "Remote."

The described map amendment is shown on the attached Exhibit "A" illustrating the area of the proposed zone change.

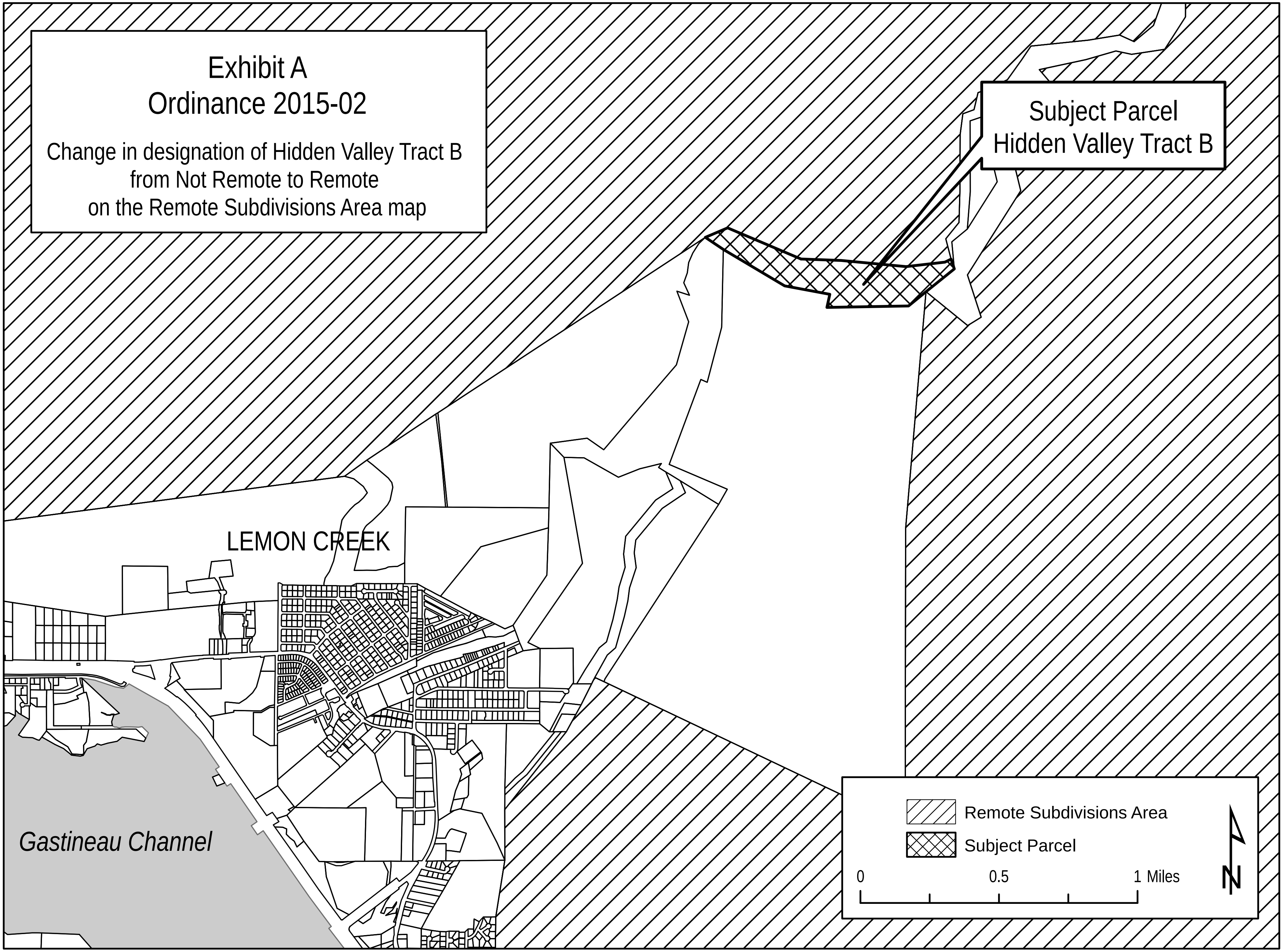
Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this ________ day of _______________________, 2015.

____
Merrill Sanford, Mayor

Attest:

____
Laurie J. Sica, Municipal Clerk



Map created 5/14/14 Revised 12/15/14

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CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

PLANNING COMMISSION
NOTICE OF RECOMMENDATION
Date: May 14, 2014
File No.: AME2014 0004

City and Borough of Juneau
City and Borough Assembly
155 South Seward Street
Juneau, AK 99801

Application For:	Planning Commission Recommendation to the City and Borough Assembly regarding amendment to remote subdivision area map to include Hidden Valley Tract B in the upper Lemon Creek Valley.
Legal Description:	Hidden Valley Tract B
Property Address:	Upper Lemon Creek Valley
Hearing Date:	May 13, 2014

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated April 24, 2014, and recommended that the City and Borough Assembly adopt staff's recommendation for an amendment to remote subdivision area map to include Hidden Valley Tract B in the upper Lemon Creek Valley.

Attachments: April 24, 2014 memorandum from Jonathan Lange, Community Development, to the CBJ Planning Commission regarding AME2014 0004.

This Notice of Recommendation constitutes a recommendation of the CBJ Planning Commission to the City and Borough Assembly. Decisions to recommend an action are not appealable, even if the recommendation is procedurally required as a prerequisite to some other decision, according to the provisions of CBJ §01.50.020 (b).

Project Planner: Jonathan Lange
Jonathan Lange, Planner
Community Development Department

Michael Satre, Chair
Planning Commission

Filed With City Clerk — Date: 5/19/14

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this recommended text amendment. ADA regulations have access requirements above and beyond CBJ - adopted regulations. Contact an ADA - trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Law Department

MEMORANDUM

DATE: January 30, 2015
TO: Manager and Assembly
FROM: Robert H. Palmer III, Assistant Municipal Attorney RP
Hal Hart, CDD Director HWH.
SUBJECT: Ordinance 2015-02

Ordinance 2015-02 amends the remote subdivision area map to include Hidden Valley Tract B as "Remote." Property designated as remote is eligible to be developed as a remote subdivision, which means the developer does not have to install traditional subdivision improvements like roads, sidewalks, lighting, utilities, etc.

The Planning Commission recommends the Assembly approve Ordinance 2015-02, but the Community Development Department and the Lands Division have substantial reservations regarding Ordinance 2015-02. The primary issue for the Assembly is whether Hidden Valley Tract B is "connected to the road system" and the precedential effect it will have on future subdivisions in the City and Borough of Juneau.

This is the first time a remote subdivision has been proposed that is not accessed from saltwater and the first time that a remote subdivision is accessed by a road. The effect of passing Ordinance 2015-02 means that a remote subdivision can be accessed by a 12-16 foot road and located away from the saltwater. The effect of not passing Ordinance 2015-02 means that a remote subdivisions needs to be accessed by saltwater and a subdivision accessed by a 12-16 foot road is required to provide for traditional subdivision improvements.

I. BASIC FACTS

Secon owns Hidden Valley Tract A and actively mines gravel and rock on that parcel. Two large explosive storage facilities are located on Secon's property, which received conditional use permits in 2009 by the Planning Commission.[1]

Zachary Worrell and Jim Eliason ("developers") own Hidden Valley Tract B ("HVTB"), which is located just upstream from Secon's property. HVTB is approximately 66 acres.

The line designating Remote from Not Remote is on the upstream side of HVTB. Thus, both Secon's property and HVTB are currently Not Remote, which means those parcels are not eligible for remote subdivision benefits.

The developers of HVTB applied to have the remote subdivision area map amended to include HVTB.[2] The Planning Commission adopted CDD analysis and recommended the Assembly amend Remote Subdivision Map.[3]

Days after the Planning Commission hearing, the developers applied for road easements across CBJ property to reach HVTB.[4] CBJ researched the access rights and started easement negotiations with Secon and the developers. In September, CBJ confirmed a new road had been constructed to access HVTB, which is approximately 16 feet wide, graveled, and graded for passenger vehicles.

. CDD believed the presence of the new road was a substantial change in circumstances and disqualified HVTB from being Remote. CDD asked the Planning Commission to reconsider the recommendation to amend the remote subdivision area map. The Planning Commission

[1] USE09-18 (Alaska Pacific Powder Company); USE09-19 (Austin Powder LLC).

[2] April 1, 2014.

[3] AME2014-0004, May 13, 2014.

[4] CSP2014-0013, May 18, 2014.

disagreed with CDD and reaffirmed its recommendation to the Assembly (8-0).[5] Importantly, the Planning Commission concluded HVTB is not connected to the road system because the 16 foot gravel road is less than the subdivision street standards.[6]

The developers recently applied for a 25 lot remote subdivision.[7] CDD is currently collecting agency comments, which includes a request to the Bureau of Alcohol Tobacco and Firearms ("BATF") because BATF regulates the proximity of explosives storage facilities to roads. If Ord. 2015-02 is approved on February 2, 2015, then CDD anticipates the Planning Commission will review the preliminary plat on March 10, 2015. The Planning Commission would make the final decision on the subdivision application.

If Ord. 2015-02 is approved, then the Assembly would have an opportunity to review and approve or deny the requested easements.

II. DISCUSSION

A. Legal Requirements

Remote subdivisions are governed by CBJ 49.70.1100-1120. Specifically, 49.70.1120 *Characteristics*, provides

> Privately owned land proposed for inclusion within a remote subdivision area <u>should not</u> be:
> (a) In the general proximity of a capital improvement listed in the current capital improvements program;
> (b) Subject to a new growth area master plan, or other private plan adopted by the City and Borough;
> (c) <u>Connected to the road system</u>; or

---

[5] AME2014-0004, December 9, 2014.

[6] The current subdivision street standards, CBJ 49.35.240(b)(3)(B), describe the minimum width for a rural subdivision access road as 24 feet. The proposed subdivision street standards do not have a minimum street width. CBJ 49.17.525 Table.

[7] SMP2015-0001.

(d) Served by a right-of-way, sewer system, water system, fire protection service, or police protection service, operated or maintained by an agency of government.

The burden is on the applicant/developers to prove HVTB should be included in the remote subdivision area map. By recommending the Assembly amend the remote subdivision area map, the Planning Commission implicitly believed the developers met their burden. CDD still has substantial reservations.

B. Assembly Decision

The issue before the Assembly in Ord. 2015-02 is whether the approximately 16 foot gravel road connects HVTB to the road system. The Assembly has discretion whether to approve or deny Ord. 2015-02 because CBJ 49.70.1120 uses the phrase “should not.”

Although the issue is simple, the Assembly’s decision on Ord. 2015-02 will have broad implications. If Ord. 2015-02 is denied, it would maintain the status quo in that remote subdivisions cannot have passenger vehicle access to the road system and remote subdivision must be accessed from large navigable waters (i.e. saltwater). Alternatively, if Ord. 2015-02 is approved, it would broaden the definition and allow remote subdivisions to be accessed only by narrow roads, which could minimize the CBJ’s ability to require subdivision improvements, especially with the proposed amendments to the subdivision code.[8]

1. History of CBJ 49.70.1100-1120, Remote Subdivision Areas

The Remote Subdivision Areas provisions, CBJ 49.70.1100-1120, were enacted with Ord. 99-34 (Jan. 24, 2000). The ordinance file contains public comments, staff memorandums, Planning Commission minutes, Assembly minutes, and a map that suggests the Remote

[8] The proposed subdivision code currently allows minor subdivisions, which serve less than 13 lots, to be accessed by a privately maintained street/driveway that is on an easement, which does not have to be paved or a certain width. CBJ 49.17.525 Table.

Subdivision Areas provisions were intended to only apply to privately owned properties accessed by saltwater. As described by one commentor "The subject ordinance will revise and relieve certain Land Use Code requirements for remote waterfront subdivisions—those which have virtually no chance of ever being connected to the CBJ road system."[9] Similarly, in 2006, the only time the Remote Subdivision Areas provisions have been amended, Remote properties were described as "privately owned and are not located on the road system. Many of the typical subdivision requirements are automatically waived in these situations."[10] Accordingly, the effect of classifying a parcel Remote means the developer can avoid installing subdivision improvements like roads, curb/gutters, power, sewer, and water. CBJ 49.70.1100.

2. Precedential Effect of Ord. 2015-02

According to CDD, Ord. 2015-02 is the first time a remote subdivision has been requested on property that is not accessed by saltwater. Because past remote subdivision requests have been on islands (i.e. Shelter and Spuhn Islands) or on properties accessed by saltwater (i.e. Lucky Me on south Douglas Island), the likelihood of the CBJ being asked or pressured to install subdivision improvements is slim. However, Ord. 2015-02 could change that financial responsibility dynamic. The developer has proposed covenants and deed restrictions designed to alleviate that financial pressure by putting the future homeowners on notice that they would be required to pay for any future subdivision improvements. CDD is still concerned about shifting the development costs onto future homeowners after purchasing their property because those future homeowners would not be able to wrap those subdivision improvement costs into the original mortgage, which may result in the CBJ being pressured to pay for some of the

[9] Letter from Murray R Walsh, AICP, to Mayor Egan and Assembly Members, *RE: Ordinance 99-34* (Dec. 2, 1999).

[10] TXT2005-0010 Staff Report at 13-14 (Jan. 5, 2006), which resulted in Ord. 2006-15 § 26 (June 5, 2006).

improvements. Thus, although the deed restrictions and covenants have been proposed, approval of Ord. 2015-02 may shift some financial responsibility of future subdivision improvements back to the CBJ.

Additionally, if Ord. 2015-02 is approved, two other land owners have indicated that they intend to submit similar remote subdivision map amendment requests: property near 10 mile on N. Douglas and property near Outer Point on N. Douglas. Both properties have proposed some type of road access similar to the current access to HVTB.

3. Possible Policy Reasons to Approve Ord. 2015-02

Approval of Ord. 2015-02 means the Assembly agrees with the Planning Commission that HVTB is not connected to the road system and the developers could create a subdivision without typical subdivision improvements.[11]

- **a. The approximately 16 foot access road does not connect HVTB to the road system because the access road is less than the current subdivision street standards.**
- **b. The Planning Commission specifically addressed whether HVTB is connected to the road system and its recommendation should be entitled to some deference.**
- **c. A remote subdivision on HVTB would provide needed alternative property ownership options in Juneau.**
- **d. The deed restrictions that prohibit community water, sewer and electricity and the covenants that require future homeowners to pay for any future subdivision improvements sufficiently protect the CBJ from financial responsibility.**
- **e. The subdivision review process before the Planning Commission is the proper forum to address the subdivision improvements and access concerns for HVTB.**

[11] There is a possibility that when the Planning Commission reviews the subdivision application, the Planning Commission may require the HVTB access road to be improved for safety reasons and to comply with the current street standards, despite the enactment of Ord. 2015-02.

4. Possible Policy Reasons to Deny Ord. 2015-02

Denial of Ord. 2015-02 means the Assembly believes the property is connected to the road system and the developer would be required to install or bond for traditional subdivision improvements.

a. **The approximately 16 foot access road connects HVTB to the road system because a passenger vehicle will be able to drive directly from Costco to any lot in the proposed subdivision in about 5 minutes.**

b. **A future homeowner in the proposed subdivision can leave their lot and drive to downtown Juneau within approximately 16 minutes, which is closer than most properties in the Valley.**

c. **The original purpose of a remote subdivision was to provide developers on islands that are only accessed from saltwater reprieve from installing subdivision improvements like roads, sidewalks, lights, etc., and Ord. 2015-02 would improperly alter the intent of the remote subdivision area provisions.**

d. **Future subdivision improvements are likely going to be required, and Ord. 2015-02 impermissibly shifts the cost of subdivision improvements onto future property owners that may not be able to afford them or onto the CBJ.**

e. **Denial of Ord. 2015-02 does not mean a subdivision cannot occur, it just means the developers would be subject to the traditional major subdivision regulations in a rural setting.**

If you want more discussion with staff, this matter could be sent to the Lands Committee or the Committee of the Whole for further consideration.

Waverly Keeling Subdivision Narrative

Purpose:

Currently, Juneau residents seeking a convenient weekend getaway in a remote setting are limited to Lucky Me (across Gastineau Channel from Thane), Shelter Island, Horse/Colt Island, and other locations further from town. The areas listed above require a boat trip, or in some cases, a tidally dependant beach walk of 3 miles or more in order to gain access. Owning and maintaining a boat is very expensive. In order to visit a remote island cabin, several hours are required for maintaining the boat, stowing gear, towing to the launch, finding parking, etc. Then there is travel time, and very often poor weather can prevent you from reaching or returning from your remote cabin.

The Waverly Keeling Remote subdivision will be accessible by 4 wheel drive vehicle and/or a short walk. Travel time from the Juneau road system to the cabin sites should not require more than 30 minutes under any circumstance. Reliable, convenient, and inexpensive access to the remote subdivision will ensure far greater utilization than the other remote cabin opportunities near Juneau. Benefits of this are as follows:

a. Easy and quick accessibility allows those employed 5 days per week in Juneau to enjoy weekends or afternoons in an off grid wilderness setting
b. No boat operation experience required, and no boat ownership, maintenance, or operating expenses
c. No cancelled trips to your cabin due to adverse weather conditions
d. Opportunity to enjoy your wilderness cabin during all months of the year

Distributed by
Jim Clark 1/30/15
ORDINANCE 2015-02

Location:

The Waverly Keeling Remote Subdivision will be located in the Upper Lemon Creek Valley, near Juneau, Alaska. The subdivided lots are bounded by Lemon Creek to the South, and Blackerby Ridge/Thunder Mountain to the North. The nearest residential area is the Lemon Creek neighborhood at approximately 4 miles from the site. The nearest retail area is the Home Depot/Costco area at approximately 3.5 miles from the site. The nearest industrial area is the SECON Quarry, at approximately 1 mile from the site. The parcel being subdivided is relatively narrow, resulting in a double and single row of cabin sites. The overall length of the subdivision is just under 5,000ft, and width varies between zero and 620ft.

Access:

Access is gained to the site VIA easements through CBJ Owned Mineral Survey 609 and USS 5504, as well as SECON owned Hidden Valley Tract A.

The public road system ends at Anka St. adjacent to Oreily Auto Parts. From this point, the existing haul road through USMS 609, USS 5504 and a portion of Hidden Valley Tract A terminates within 1 mile of the subdivision. From here, an abandoned logging skid trail through the remainder of Hidden Valley Tract A and Hidden Valley Tract B has been brushed to allow limited access for suitable AWD vehicles. Wintertime AWD access could be made possible with snow plowing effort. If plowing activities are not performed, wintertime access will be restricted to cross country skiing or walking.

Parcels:

The preliminary plat for the Waverly Keeling Remote Subdivision shows 23 individual parcels and 2 remainder parcels subdivided from the original 66.08 acre tract, known as Hidden Valley Tract B.

Individual cabin site parcels as shown on the preliminary plat range from .83 of an acre, up to 1.86 acres. As indicated on the preliminary plat, the first 10 parcels are in a single row. Parcels 11-23 are in a double row with a 40ft width trail access easement splitting the upper and lower row. The arrangement, orientation, and size of the parcels may be subject to minor change prior to final platting.

Site Features:

The Lemon Creek basin makes up the subdivision's South boundary. The North Boundary backs up to the base of Blackerby Ridge. Underlying soil is predominantly made up of sand and gravel. Surface water on the site (excepting Lemon Creek) is minimal. There are a few small rivulets scattered throughout the subdivision, and one larger tributary drainage located East of the subdivision. The site ranges in elevation from approximately 160ft above sea level to approximately 370ft above sea level.

Utilities and services:

a. Electricity: The Waverly Keeling Remote Subdivision parcels will not have electrical service. Parcel owners may elect to install a solar, wind, or combustion engine driven generator.
b. Water service: The Waverly Keeling Remote Subdivision parcels will not have water service. We believe that the predominant soil type lends itself to relatively easy well installation. Parcel owners may elect to install a well, cistern, or catchment system. It will be the parcel owner's responsibility to comply with any local, state, or federal regulations regarding the design and installation of a fresh water system.
c. Sewer Service: The Waverly Keeling Remote Subdivision parcels will not be connected to the CBJ sewer system. Parcel owners may elect to install an outhouse or incinerating toilet. Alternatively, an Alaska Department of Environmental Conservation permit may be obtained in order to install a conventional septic tank and drain field system.
d. Other utility services: The Waverly Keeling Remote Subdivision will have no provisions for services including but not limited to internet, telephone, and garbage disposal.
e. The Waverly Keeling Remote Subdivision is outside of the CBJ's Service Area 9. Locations outside of service area 9 will receive a lesser benefit (increased

response time) of CBJ fire, emergency medical services, and police services than locations within service area 9.

Covenants

A complete list of covenants has been included with the preliminary plat submission.

APPLICANTS' ATTORNEY'S TESTIMONY

Good evening. My name is Jim Clark. I reside at 1109 C Street in Juneau. I represent Zack Worrell and Jim Eliason, the proponents of the Hidden Valley subdivision. Unfortunately, a long standing family obligation makes it impossible for me to be there tonight. So, please consider my testimony and add it to the record.

We request that you approve ordinance 2015 – 02 which would amend the CBJ remote subdivision overlay map to include Hidden Valley Tract B. **Doing otherwise simply "kicks the can down the road" without better informing you about the project's subdivision plans or requested easements.**

WHAT WE WANT TO DO: We are seeking to create a remote, backcountry, Forest Service cabin-like experience for those who would like an Alaska cabin surrounded by trees and solitude. There would be no water, electricity, and no flushing toilets. It would be reached by a 14 foot to 16 foot private, gated, rustic, rough logging-type road. In your packet is a more complete description of our development concept.

NO CBJ FINANCIAL RESPONSIBILITY: Our subdivision's covenants (submitted to CDD on January 7th 2015) dictate the formation of a community LID that effectively indemnifies the CBJ from any responsibility to provide a road or utilities to the site. Again, our intent is to create a remote, no-amenities subdivision. **The covenants we have submitted to CDD staff for approval have not yet been negotiated.**

THE PROCESS: As the staff report (Palmer/Hart) says, the Planning Commission has twice unanimously approved our application for a Map Amendment, most recently on December 9, 2014. There were two parts to that decision: 1) the implicit determination (per the Spuhn Island decision) that the wording of CBJ 49.75 1120 gives the Planning Commission discretion to authorize the type of subdivision we have proposed; and 2) the Planning Commission exercised its discretion to grant a Map Amendment designating the Hidden Valley subdivision as Remote. Whether to affirm or reject the Planning Commission's unanimous Map Amendment decision is what is before you tonight.

The Map Amendment is just the first step in the process. The next step is to negotiate the conditions for the subdivision with CDD and the Planning Commission. We expect the Planning Commission will also give us direction regarding the routing of needed easements, the conditions of which will be negotiated with staff. At that point the easements must come to the Assembly for approval. **At that time the Assembly will have completed, definitive documents to consider for approval.**

THE PROCESS DISCONNECT: The staff report points out: "The Planning Commission recommends the Assembly approve Ordinance 2015 – 02, but the Community Development Department in the Lands Division have substantial reservations about Ordinance 2015 – 02." The staff report goes on to point out that the concerns of CDD and Lands are not connected to our specific project, but to the "Precedential Effect of Ord. 2015-02." (See Section B. 2. Pages 5-6).

So we are in an impossibly unfair, Catch 22 situation tonight and would also be in a Committee of the Whole meeting: 1) our project documents cannot be put into a form specific enough to answer questions until negotiated. The documents cannot be negotiated until the Map Amendment is approved. Under the process staff is proposing we cannot get the Map Amendment approved until we can answer specific questions; 2) because we have no completed documents to which to refer at this point, our answers to questions would only explain concepts. Staff will necessarily speculate on what can go wrong-i.e., worst-case scenarios; and 3) because staff is concerned about the precedential impact on other projects, you will hear reasons opposing the Map Amendment relative to other conceptual projects, not ours. **How can we possibly respond?**

In short, we would be unable to answer questions about other potential projects in a COW meeting. Nor could we answer specific questions about our project until we have been through the process described above with the Planning Commission and staff. So, what more could be accomplished at a COW meeting then can be accomplished tonight?

OUR RECOMMENDATION: The Assembly, Planning Commission, and staff need to meet separate and apart from us to rationalize staff's concerns with Title 49.

The Map Amendment should be approved, thereby allowing us to proceed with the established CBJ process. This would provide an actual remote subdivision plan as a model as you attempt to rationalize status concerns with Title 49.

REQUESTED ACTION: You and the staff have made approval of a Map Amendment the first step in the process. If you fail to approve the Map Amendment the process is done-we cannot proceed. The concept of a backcountry cabin experience accessible to all will die with it – before it is given your detailed consideration.

Accordingly, please pass the Map Amendment tonight. Doing so would simply have the effect of allowing us to negotiate the documents and conditions with the Planning Commission and staff. **When the project is brought back to you the Assembly could then decide whether or not to approve it based upon a complete record.**

MEMORANDUM

CITY/BOROUGH OF JUNEAU
Lands and Resources Office
155 S. Seward St., Juneau, Alaska 99801
Greg_Chaney@ci.juneau.ak.us
Voice (907) 586-0205
Fax (907) 586-5385

TO: Assembly Lands Committee

FROM: Greg Chaney, Lands and Resources Manager Greg Chaney

DATE: January 21, 2015

LOCATION: Lemon Creek, Hidden Valley

SUBJECT: Ordinance 2015-02 an Ordinance Changing the Status of Hidden Valley Tract B to an Area Zoned To Allow Remote Subdivisions

The remote subdivision designation allows subdivisions to be platted without installation of public utilities or publicly maintained access roads. The primary purpose of the Remote Subdivision provision is to allow lots on islands to be subdivided where building a road would be impossible. On May 14 2014 the Planning Commission recommended approval of an application to have Hidden Valley, Tract B a 66 acre lot rezoned to allow subdivisions to be established under the Remote Subdivision standards of Title 49. A 25 lot major subdivision application (SMP2015 0001) for this site was submitted to the Community Development Department on January 8, 2015.

This case is somewhat unique because the property is located in Hidden Valley and although it is not an island, it is difficult to access. Two basic routes are available to reach the property, one option is the Lemon Creek Trail with a trailhead near Home Depot. An alternative access uses the Hidden Valley Haul Road which passes through CBJ property and Secon's quarry operation. The Haul Road is not open to the public since it was constructed primarily for heavy trucks hauling sand, gravel and rock products. The road does not have standard sight distances and is often restricted to a single travel lane. Furthermore, the road is maintained for large trucks and due to mud, rocks, potholes, etc. the driving surface is not always appropriate for passenger vehicles. Another issue of concern is that there are explosive storage sites along the haul road. These installations are not supposed to be located near public roads. CBJ Law has inquired with the Federal Bureau Alcohol Tabaco and Firearms (ATF) to see if approval of the proposed subdivision will require relocating these facilities. The issues of industrial traffic, substandard road design, maintenance, driving conditions and explosive storage sites should be carefully evaluated before this route is approved for a major subdivision.

In addition to the concerns mentioned above, the property owners built a pioneer road from the end of the haul road to the proposed subdivision location. This road followed the alignment of a previously existing, but abandoned logging/placer mining road. The road was re-graded with heavy equipment and a bridge was installed. Unfortunately all of this work was done without required grading and building permits. It appears that some of this road was built through CBJ property without permission. A survey is needed to establish the alignment of this road in relation to property boundaries. If the road passes through CBJ property, recorded access easements will be required.

Staff Recommendation

Therefore the CBJ Lands Division recommends that Ordinance 2015-02 be approved with the following conditions:

Prior to approval of a subdivision of the property, the property owner shall complete the following:

- Address the Potential Need to Relocate Powder Magazines
- Survey Recently Constructed Access Road
- Compete a Grading Permit
- Receive a Building Permit and Final Inspection for Existing Private Bridge
- Secure Access Easements Through CBJ Property
- Address Haul Road Traffic Safety Conflicts